

IVY TECH COMMUNITY COLLEGE OF INDIANA

STUDENT AFFAIRS POLICIES

AND

PROCEDURES MANUAL



The College reserves the right to change, modify, and alter the policies contained herein. Appropriate notice will be given.

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THE IVY TECH COMMUNITY COLLEGE OF INDIANA MISSION STATEMENT

As a statewide, open-access, community college, Ivy Tech State College provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana's economy and enhances its cultural development.

COLLEGE GOALS

Ivy Tech State College strives to accomplish its mission placing strategic emphasis on --

Professional and technical education to prepare students with the knowledge, comprehension, and skills to achieve their goals, meet the needs of Indiana's employers, and be contributing members of the Indiana economy.

General education to develop students' understanding and appreciation of our society, of social, political, civic, and environmental responsibilities. These provide students with awareness and understanding of knowledge and facts, and abilities to make sound, ethical judgments, to pursue critical and reflective thinking, and to engage in creative applications.

Transfer education to enable students to acquire knowledge and skills in general, technical, and professional areas and apply them to a baccalaureate degree at a four-year institution.

Developmental education to prepare students with knowledge, skills, and competencies in language arts, mathematics, computing, and college life skills. Courses are designed to enable students to be successful in their postsecondary education studies as well as to function productively in society.

Student development and services for recreational, social, wellness, and personal interest activities, involvement in community activities, and leadership activities. These also include career and academic counseling, advising, job placement, transfer services, tutoring, and accommodating students with unique needs.

Continuing education for licensing renewal, re-certification requirements, and other employment-related interests or requirements. These opportunities may include courses for the General Equivalency Diploma, and courses, workshops, and seminars for personal interest, self-improvement, and enjoyment.

Workforce education and training in credit, noncredit, and contract credit courses, certifications, custom designed courses, and consultative and evaluative services offered to businesses and industries to enable the State's employers to be effective, productive, and competitive globally.

Community service that connects the resources of the College to the cultural, recreational, and civic aspects of our communities by making College resources available through volunteerism and community involvement.

Diversity that reflects the communities we serve and their diverse needs. Diversity is sought in the student body, faculty, staff, and services, and in providing accessible, inclusive, and caring learning environments.

Continuous improvement of all instruction and services offered to students, employers, and the community, including increasing compensation and numbers of full-time faculty, part-time faculty, and student support staff. Continuous improvement also encompasses seeking program accreditations, increasing graduation rates, upgrading libraries and instructional equipment, increasing use of technology in instructional and administrative activities, improving the condition and amount of space, and acquiring new types of space for student activities, continuing education, and community services.

STUDENT AFFAIRS MISSION STATEMENT

The primary mission of Student Affairs is to increase access and facilitate student success through learning and development. This is accomplished by providing outstanding programs and services in order for students to achieve their educational and career goals. Those goals include mastery of knowledge, the ability to think critically, cultural awareness, self-awareness, and a sense of community responsibility. Student Affairs will work cooperatively with all areas of the College to promote student success.

ORGANIZATIONAL STATEMENT

The Regional Student Affairs Officer is responsible for the administration of support areas and services necessary to acquire and maintain students. This individual is also responsible for the management of all Student Affairs functions and will provide direction and development of personnel assigned.

The Student Affairs liaison at the Central Office is responsible for the coordination of the Student Affairs functions.

Responsibilities of the Division of Student Affairs may include the following functional areas:

- Admissions
- Counseling
- Financial Assistance
- Employment Assistance
- Recruiting
- Disability Support Services
- Student Activities
- Student Records/Registrar
- Student Rights and Responsibilities
- Graduation
- Student Life and Development
- Student Wellness

STUDENT AFFAIRS PLANNING MODEL

Definition of Terms

ADMISSIONS - College policy provides open admission to the residents of the State of Indiana. Open admission refers only to the minimum criteria a person must meet in order to be admitted to the College. Admission to a specific program will require a student to meet the minimum criteria for that program.

ACADEMIC ADVISING - The task of academic advising in its narrowest context is the choice of specific courses to meet requirements of a particular curriculum. Advising may also include helping with curricula choices and plans for making adequate progress within the course of study. Its major concern is with educational progress.

ANALYSIS - A separation of any whole into its parts so as to find their nature, proportion, function, relationship, etc.

ASSESSMENT - Gathering and transforming data so that they can be interpreted and analyzed as a mechanism to evaluate worth, value or need.

COLLEGEWIDE - Inclusive of all regional institutes, systemwide, composing one college.

COUNSELING - An atmosphere conducive for decision-making. The counselor provides a service to students who seek career, academic or personal help.

ENROLLMENT - The act whereby individuals become students by the process of selection of classes and payment of fees.

EVALUATION - Both a judgment on the worth or impact of program/service, procedure, and the process whereby that judgment is made.

FUNCTION - Responsibility expected of an organizational unit or member of that unit.

GOAL - A statement reflecting conditions sought in pursuit of the mission and values of an organization.

MANAGEMENT - The supervision, guidance, and control of action required to carry out functions, activities, and services.

MISSION - The enduring purpose or aspirations associated with a particular organization or organizational unit. It describes only the most general focus or direction.

OBJECTIVE - Definitive subset of a goal describing a specific end to be achieved, and usually stating measurable outcomes.

PLANNING - Process concerned with making timely, rational, and systematic decisions to allocate resources in order to achieve future goals, and the evaluation of the results of these decisions.

PROCESS - A particular method of doing something generally involving a number of steps or operations.

REGISTRATION - The act whereby individuals become students or reaffirm their status as a student in the College through the process of course reservation and fee payment.

STUDENT AFFAIRS - A set of activities and functions designed and organized to meet specific student development needs and administrative requirements.

TASK - A specific project or action undertaken to achieve goals and objectives by expending resources over some specific period of time.

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SUBJECT AREA: ADMISSIONS

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NUMBER: 1.1SAP

Purpose

The purpose of the student admission services is to implement those policies and procedures which provide a smooth transition into the College. This process is initiated with recruiting activities, proceeds when an individual declares interest in the educational programs and courses offered by the College, and culminates in enrollment. Student Affairs is responsible for the planning, management, and evaluation of the College's admissions program.

Policy

It is the policy of the College to provide open admission to residents of Indiana who are United States citizens or documented lawful residents (see Determination of Residency) who apply and demonstrate ability to benefit from the educational opportunities available at Ivy Tech Community College. Open admission is defined as being admission that is accessible to all persons above the usual high school age as determined by state law. Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability, age, or veteran status.

Process

The admissions process includes the following:

1. Developing and communicating admissions information.
2. Facilitating procedures that will enhance student success (e.g., initial course placement, referring to developmental education services, providing procedural information for initial enrollment, academic advising, financial aid information, advanced standing credit, program selection, career and transfer services, and completion criteria).
3. Recommending and implementing streamlined admissions procedures.
4. Complying with federal regulations and professional guidelines governing the admission and hosting of international students.
5. Implementing and/or monitoring procedures that affect student selection into programs with specialized enrollment requirements.

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Areas of Responsibility

1. Participate in development, implementation, and periodic review of college admissions' policies, goals, and objectives.
2. Communicate admission requirements and ensure their fair and equitable implementation.
3. Maintain knowledge of, and compliance to, applicable laws, regulations, and professional guidelines affecting the admission process.
4. Provide general information about the college including information about faculty, facilities, college policies, areas of study, and possible career opportunities that follow the student's course of study.
5. Develop, implement, and monitor admissions procedures, including those that affect student selection into programs with specialized enrollment requirements.
6. Implement other services and provide materials that will enhance student success. Examples include application evaluations, new student orientations, student handbooks, regional/state catalogs, and community referrals.
7. Establish and maintain good working relationships with persons, institutions, agencies and other stakeholders directly impacted by the admissions process.

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In-State and Out-of-State Fees Policy

1. A student is eligible to pay in-state fees if the student indicates that he or she is an Indiana resident and lists an Indiana address on applicable admission and registration forms. However, this item 1 does not apply to an international student who holds the type of visa described in item 4.

2. A student is eligible to pay in-state fees if the student has:
 - A. attended one or more Indiana high schools for at least three years; and
 - B. either graduated from an Indiana high school or received a high school equivalency diploma in Indiana.However, if the student is an undocumented alien, the student will not qualify for in-state fees under this item 2 unless he or she signs an affidavit pledging to apply to become a lawful permanent resident of the United States as soon as he or she is eligible.

3. A student, except a student described in item 4, is eligible to pay in-state fees if the student's employer is located in Indiana. However, to qualify for in-state fees under this item 3, the student must provide documentation from his or her employer to the applicable College business office before the start of each term of enrollment.

4. An international student who holds a non-immigrant visa that does not permit the establishment of a domicile in the United States is eligible to pay in-state fees if the student's employer is:
 - A. located in Indiana; and
 - B. directly paying the student's fees.

5. To be eligible to pay in-state fees, a student must satisfy the requirements of just one of the four items set forth above. A student who is not eligible to pay in-state fees is required to pay out-of-state fees.

The In-State and Out-of-State Fees Policy was approved by the State Board of Trustees at their August 2003 meeting.

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Admission Requirements and Matriculation Procedures

For Degree or Certificate Seeking Applicants

For admission, all prospective U.S. citizens, undocumented aliens, permanent residents, refugees, and asylees seeking to earn an associate degree or a technical certificate are required to:

1. Submit a completed Application for Admission signed by the applicant.
2. Provide documentation of educational attainment or demonstrate ability to benefit in one of the following ways:
 - A. High school graduates from public schools, home schools, private schools, or high school correspondence schools should provide an official high school transcript consisting of courses and grades received, graduation date, and official signature and/or seal. A transcript will be considered official if received via U.S. mail directly from the issuing institution, faxed from the issuing institution, or received in an envelope signed/sealed by the issuing institution or received in any verified electronic format. If the prospective student cannot provide an official transcript because the high school no longer exists and/or records are no longer available, the prospective student must provide written documentation to that effect.

Applicants who completed secondary school outside of the United States must provide proof of graduation via a foreign transcript equivalency evaluation from a College approved evaluator.

Note: An Indiana certificate of completion is not the same as a high school diploma. Individuals with a certificate of completion are considered non high school graduates for purposes of admission requirements.

- B. General Educational Development Recipients (GED)
 - a. an official GED report of passing test scores from the American Council on Education (ACE) or recognized state education body. A GED report will be considered official if received via U.S. mail directly from the issuing body, faxed from the issuing body, received in an envelope signed/sealed by the issuing body or received in any verified electronic format. If the prospective student cannot provide an official GED report because records are no longer available, the prospective student must provide written documentation to that effect.

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- C. College graduates with an associate degree or higher may provide an official college transcript from a regionally accredited college indicating date of college graduation. Due to accreditation criteria, some degree programs may require both secondary and post-secondary transcripts.

- D. College transfers or those who have less than associate degrees may provide an official college transcript from a regionally accredited college indicating the high school from which the student graduated (transcripts from non-accredited colleges are unacceptable). Due to accreditation criteria, some degree programs may require both secondary and post-secondary transcripts.

Students must provide by the end of their initial term of enrollment as a degree-seeking student to provide the required documentation listed in 2A-D. Students who fail to provide the documentation will not be permitted to register for future terms as a degree-seeking student until documentation of educational attainment is provided.

- E. Non high school graduates must demonstrate Ability to Benefit from postsecondary education by obtaining a passing score on a test recognized for this purpose by the U. S. Department of Education. Students admitted to Ivy Tech under Ability to Benefit guidelines must provide an official GED report of passing test scores or a high school diploma within one calendar year of their initial date of declaration as a degree-seeking student. Students admitted under this provision who do not meet these requirements will be switched to courses-only status after a calendar year and are no longer eligible for federal, state, or institutional financial aid. A student cannot graduate from Ivy Tech (technical certificate or associate degree) without proof of high school graduation or passing GED scores.

Students who are not high school graduates, or GED recipients, and do not demonstrate Ability to Benefit should be referred to the appropriate College or community services (Adult Basic Education).

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

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

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1. Participate in initial course placement evaluation as defined in the Academic Policies and Procedures.
2. Submit financial aid forms.
3. Comply with international student requirements.
4. Submit other necessary program-specific data.

For Courses-Only/Nondegree Applicants

For admission, students who choose not to pursue a degree objective are required to:

1. Complete a course reservation form.
2. If 16 years of age or older and still attending high school, a private secondary institution, or home schooled, provide a letter of approval from the appropriate school official.
3. Participate in initial course placement evaluation as defined in the Academic Policies and Procedures if enrolling in courses having prerequisites.

Non degree students are not eligible to receive non-institutional financial aid (Pell Grant, Stafford Loan, State Scholarship, etc).

For International Applicants

In addition to reading the admission requirements and matriculation procedures outlined here, all admissions staff advising prospective international students or processing their applications for admission should also refer to the Ivy Tech International Student Manual and the NAFSA Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars for greater detail.

International Students are non-immigrant aliens who are allowed to enter the U.S. for a specific purpose and for a limited period of time. Most receive an F-1 Student Visa and enter the U.S. in F-1 status to pursue a full course of study toward a degree at an academic institution. International students may also seek an M-1 Student Visa if they are entering to pursue a course of study at a vocational or non-academic institution.

For admission, all prospective international students seeking to earn an associate degree or a technical certificate are required to:

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1. Submit a completed Application for Admission signed by the applicant.
2. A foreign transcript equivalency evaluation from an approved evaluator is required to indicate that the applicant has attained the equivalent of a U.S. high school graduation. Said evaluation is the responsibility of the student.

The following are approved College evaluation agencies:

World Education Services

www.wes.org

P.O. Box 745, Old Chelsea Station

New York, NY 10113-0745

Phone numbers: 212-966-6311

800-937-3895

FAX number: 212-739-6139

Email: info@wes.org

Educational Credential Evaluators, Inc.

www.ece.org

PO Box 514070

Milwaukee, WI 53203-3470

Phone number: 414-289-3400

FAX number: 414-289-3411

Email: eval@ece.org

AACRAO

www.aacrao.org

Foreign Education Credential Service

One Dupont Circle, NW

Suite 520

Washington, D.C. 20036-1135

Phone number: 202-296-3359

FAX number: 202-822-3940

Email: oies@aacrao.org

The type of evaluation report required by Ivy Tech is the general report.

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3. Prove satisfactory English language proficiency. Students whose first language is not English are generally required to take an English proficiency test such as the Test of English as a Foreign Language, (TOEFL) and have the results sent directly from Educational Testing Services (ETS) to the College. If scores are otherwise received they may be verified by calling TOEFL. The acceptable level of proficiency based on the TOEFL test is 213 (CBT)/550 (PBT) or better. Scores will be considered if they are less than two years old. Information about TOEFL may be provided to prospective international students.

A language proficiency test may be waived if an applicant is from an English speaking country, as listed, has completed secondary school in the U.S. with passing grades in non-ESC English courses, or is a college transfer student who has completed standard freshman English, with a grade of C or higher, from a regionally accredited institution.

The following are considered to be English speaking countries:

Australia
Belize
British Caribbean or West India countries
Canada (except Quebec)
England
Guyana
Ireland
New Zealand
Scotland
Wales

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

As part of the matriculation process, international students must:

4. Pay out-of-state fees (unless student meets waiver criteria) and other applicable fees.
5. Participate in the initial course placement evaluation as defined in the Academic Policies and Procedures.

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International Students Seeking an F-1 or M-1 Visa

F-1 or M-1 visa holders must enroll full-time in a degree or certificate program at the College. The U.S. Citizenship and Immigration Services require the College to determine whether the prospective international student is qualified to attend before issuance of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status. This form I-20 is required by the student in order to apply for the F-1 or M-1 visa. The application deadlines are as follows.

For international students who are outside of the U.S.:

Fall Semester deadline: April 15th
Spring Semester deadline: October 1st

For international applicants already in the U.S. and seeking to transfer to Ivy Tech Community College:

Fall Semester deadline: June 1st
Spring Semester deadline: November 1st

The prospect will be notified of his/her acceptance as a student in writing as soon as a decision is made. All documents submitted are the property of Ivy Tech Community College.

In addition to the admission requirements and matriculation processes indicated above for all international students, as part of their matriculation process, all F-1 and M-1 students must also:

1. Provide proof of finances and/or sponsorship in an amount sufficient to cover the cost of their studies and living expenses, including dependents, while in the U.S before the Form I-20 A-B may be issued by Ivy Tech Community College.

Self-supported Students must supply a personally signed and dated statement declaring financial self-sufficiency and responsibility for all necessary expenses of their college education. They must provide an official, bank-issued statement indicating sufficient funding is available to cover the student's expenses for the duration of enrollment. Students with parent, family, and/or other sponsors must provide official written statements promising specific financial support for the student. These statements must be signed and dated by the sponsors.

Sponsors must also provide official, bank-issued statements indicating sufficient funding is available to cover the amount promised towards the student's study expenses.

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2. Purchase the College mandated health insurance plan each semester that they are a full-time, in-status student or participating in College approved Optional Practical Training or

Curricular Practical Training. Any and all dependents who may accompany the student to the U.S. must also purchase health care coverage through the College's mandated health insurance plan.

In certain circumstances, campuses may require a semester's tuition or more before issuing the Form I-20 A-B. Official and original financial documents must be provided and all documents become the property of Ivy Tech Community College. Documents in any verified electronic format will be accepted. All documents not originally issued in English must be accompanied by an official English translation. All financial documentation sent to Ivy Tech must be dated no more than twelve months prior to the date of initial enrollment.

International Transfer Students Already Holding an F-1 or M-1 Visa

Transfer F-1 and M-1 students must complete all admission and matriculation processes indicated above for new F-1 and M-1 students coming directly from abroad by the stated deadline. In addition, they must:

1. Provide official transcripts of any/all post-secondary education completed in the U.S.
2. Submit a copy of their current I-20 and I-94 departure card.
3. Submit an International Student Transfer Form.
4. Inform, and be officially "released" in the Student and Exchange Visitor Information System (SEVIS), by the U.S. institution that currently holds their I-20. Designated School Officials (DSOs) should refer to section 3.0 of the NAFSA Advisor's Manual for details regarding the transfer process.

International Students With Visa Types Other Than F-1 or M-1

A prospective student holding a visa type other than F-1 or M-1 may be restricted by law with regards to full-time academic study. Such students should first be advised by the Designated School Official about any such restrictions. Otherwise, these students must complete the admission requirements and matriculation processes indicated above for all international students.

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A non-degree (courses-only) international student may follow the admissions requirements for Non-degree Applicants previously mentioned.

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SUBJECT AREA: COUNSELING

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EFFECTIVE DATE: August, 1993

NUMBER: 2.1SAP

Purpose

The purpose of the counseling services is to serve as a resource for students, and as an aid to faculty and administration. The overall objective is to assist students in receiving maximum benefits from their instructional environment and to provide availability/referral of counseling services to meet the needs of the student population. Student Affairs is responsible for the planning, management, and evaluation of the College's counseling program.

The counseling function focuses on three basic areas of service, and these often overlap depending upon the needs and concerns of each student. These are: educational, career, and personal counseling.

Policy

It is the policy of counseling services to provide educational/career counseling in a professional manner. Students with personal counseling matters will be referred to the appropriate agencies.

Process

The counseling process includes the following:

1. providing the services of educational counseling which include: academic advisement assistance, orientation, assessment, college transfers, grades, student conflicts, study skills, tutoring, and developmental skills.
2. providing career counseling which entails developmental processes from career exploration-/planning to learning job-seeking skills and includes use of interest inventories, developing new self-awareness/understanding, occupational information, career inventory, and initial placement procedures exploration.
3. providing caring and support in individual and group counseling or appropriate referral services for students whose personal concerns affect their academic achievements.

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NUMBER: 2.1SAP

The office of Counseling's responsibilities include the following:

Regional Responsibilities - Primary Student Affairs Officer

1. administers the counseling services.
2. counsels students.
3. administers the interest inventory and diagnostic testing services of the region/site.
4. provides information to faculty members for guidance and counseling services.
5. prepares and submits data as deemed necessary by the site administrator for purposes of accountability, information, internal management, analysis, and satisfying external agency requirements.

Central Responsibilities - Student Affairs Liaison

1. assists the regional office by recommending policy and procedure and maintenance of same.
2. assists the regional office by identifying and providing timely information in reference to counseling methodology, interest inventory and career testing, counseling procedures, and referrals used for various counseling situations.
3. monitors collegewide activity to assure compliance with collegewide policy and procedure.
4. interfaces with appropriate College support staff and external agencies to assure compliance to regulations.
5. collects, assimilates, and disperses appropriate data necessary for maintaining accountability and necessary information for internal and external use.

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Tasks

The counseling tasks may include the following:

1. providing educational counseling

A. academic advisement assistance

- (1) meet with faculty advisors - discuss program offerings and times they are available
- (2) organize folder with College programs and curriculum sheets
- (3) establish files containing materials for prospective student
- (4) arrange appointment with student
- (5) arrange visit with faculty advisor
- (6) inform advisor of financial assistance and other resources
- (7) communicate registration process and dates for school year
- (8) provide student with course content outline and information
- (9) assist in credit transfer

B. orientation

- (1) provide assistance to students with questions and/or concerns
- (2) promote and explain counseling/guidance services
- (3) discuss Student Handbook /Regional Catalog (factual information, i.e. student activities, college policies, housing, transportation, etc.)

C. assessment

- (1) provide assessment information to students
- (2) gather assessment materials (i.e., test scores, educational transcription, interest inventories)
- (3) coordinate testing
- (4) provide interest assessment to students
- (5) provide assessment to advisors

D. student conflicts

- (1) facilitate conflict resolution
- (2) discuss and/or negotiate concerns

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- E. study skills, tutoring, and developmental skills
 - (1) provide information (materials, workshops, seminars, etc.) on effective study skills, (i.e. group study, time management)
 - (2) communicate availability and provide coordination of tutoring services
- 2. providing career counseling
 - A. career exploration/planning
 - (1) use search methods: discuss personal and career interests, educational background, experience, hobbies, desired lifestyle, college preference
 - (2) utilize special resources and interest inventories (i.e., Choices, System Interactive Guidance Information (SIGI), Strong Vocational Interest Bank (SVIB), Strong Campbell Interest Inventory (SCII), etc.)
 - (3) assist in search for financial assistance/resources
 - B. occupational information library
 - (1) availability of special resources
 - (2) availability of magazines, journals, books, posters, community resources
- 3. providing personal counseling
 - A. individual counseling
 - (1) provide intake-needs assessment
 - (2) provide access for referral/crisis intervention
 - (3) determine goals with client
 - (4) agree upon appointment time frame
 - B. group counseling
 - (1) provide needs assessment
 - (2) advertise availability, location, times
 - (3) meet individually, discuss goals, roles, involvement
 - (4) meet as a group

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4. maintaining a listing of referral services
 - A. social and community service agencies
 - (1) Family Services Association
 - (2) local mental health agencies
 - (3) local college support agencies
 - (4) Women's Resource Bureau
 - B. employment agencies
 - (1) Indiana Department of Employment and Training
 - (2) private agencies
 - (3) local college placement bureaus
 - (4) Job Training Partnership Act (JTPA)
 - C. other agencies
 - (1) county trustees
 - (2) local welfare offices
 - (3) Job Training Partnership Act (JTPA)
 - (4) Trade Readjustment Act (TRA)
 - D. clinics (public and private)
 - (1) mental health services
 - (2) other post-secondary institutions support services
 - (3) Planned Parenthood
 - (4) women-infants-children
5. evaluating the overall effectiveness of the counseling program and revise for the future accordingly.
 - A. determine the criteria for measuring success.
 - B. define, obtain, analyze, and interpret data and other information.
 - C. recommend the modification, replacement, or discontinuance of the program/service or of individual features of the program/service.
 - D. establish a continuing review of program/service results.

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- E. assess the value, benefits, or social utility of the program/service, goals, objectives, and practices, and of the evaluation process itself.

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SUBJECT AREA: FINANCIAL ASSISTANCE

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Purpose

The purpose of financial assistance services is to assist students in obtaining adequate financial resources to realize their educational goals. Student Affairs is responsible for the planning, management, and evaluation of the College's financial assistance program.

Policy

It is the policy of financial assistance services to administer and award financial assistance while adhering to current federal, state, private, and College regulations and policies.

Process

The financial assistance process includes the following:

1. assisting prospective students in applying for assistance prior to enrollment in the College.
2. gathering documentation necessary to identify the financial need of the student or prospective student.
3. awarding assistance in compliance with federal, state, and institutional regulations.
4. monitoring the student's academic progress to insure compliance with Federal/State/College financial assistance regulations.
5. maintaining communications with other College departments relative to the status of students and their assistance awards.
6. maintaining communications with external agencies involved in the administration of financial support programs.
7. complying with the Alcohol and Substance Abuse Act. (refer to 3A.SSM Compliances)

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The office of Financial Assistance's responsibilities includes the following:

Regional Responsibilities - Primary Student Affairs Officer

1. assists in preparation of assistance applications for Federal, State, College, and local funds.
2. assists in securing, publicizing and allocating scholarships.
3. administers the college work study program.
4. assists students in the preparation of assistance applications and financial statements.
5. maintains student assistance records.
6. disseminates financial assistance information.
7. advises students relative to their financial assistance status.
8. awards assistance to students.
9. maintains communication with sponsoring organizations.
10. prepares and submits data as deemed necessary by the campus administrator for purposes of accountability, information, internal management analysis, and satisfying external agency requirements.
11. recommends, through appropriate channels, policy, procedure and maintenance of same.

Central Responsibilities - Student Affairs Liaison

1. assists in administering the collegewide student financial assistance program.
2. recommends, through appropriate channels, policy, procedure and maintenance of same.
3. monitors collegewide activity to insure compliance with College policy and procedure.

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4. monitors college/regional activity to insure compliance with state and federal financial assistance regulations.
5. prepares and coordinates statewide applications for federal, state and local funds to be used for the financial assistance programs.
6. interacts with appropriate College support staff and external agencies concerning rules/regulations regarding the financial assistance programs.
7. collects, assimilates, and disburses data necessary for maintaining accountability and necessary information for internal and external use.

Tasks

The financial assistance tasks may include the following:

1. counseling
 - A. disseminate
 - (1) information regarding financial assistance and educational costs to students/potential students, faculty, staff, administration and other interested parties.
 - (2) applications for financial assistance.
 - B. identify
 - (1) student financial need.
 - (2) available resources
 - (a) internal financial assistance (codes as found in data processing code book).
 - (b) external referral to other appropriate community agencies for assistance (i.e. Mental Health, Child Care, Vocational Rehabilitation, Welfare, etc.)
 - C. interpret
 - (1) needs/eligibility.
 - (2) regulations and policies relative to financial assistance to students/potential students, faculty, staff, administration and other interested parties.

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- (3) guidelines related to assistance in completing/filing forms within appropriate time frame.
 - (4) Rights to Privacy issues.
2. awarding
 - A. verify and confirm eligibility.
 - (1) students receiving federal or state financial assistance must be enrolled in a degree or certificate program.
 - (2) students must maintain satisfactory academic progress toward certificates or degrees.
 - (3) the student must not be in default on any Title IV federal loan or owe repayment on any Title IV grant.
 - (4) student must file a statement of Educational Purpose stating that all funds received through Title IV programs will be used solely for educationally-related purposes.
 - (5) student must meet any program-specific criteria that affects his/her eligibility.
 - (6) communicate with other College departments that have need to know relative to the status of students and their financial assistance awards.
 - (7) collect all documents necessary to identify the financial need of prospective or current students who apply for financial assistance.
 - B. determine type/amount of award.
 - C. develop financial assistance package.
 3. monitoring
 - A. student progress (i.e. probation/standards of progress).
 - B. compliance with regulations/policies (i.e. correlation of Financial Assistance Regulations to College Policy and Procedures).
 - C. records and documentation.
 - D. student's continued eligibility.
 - E. management of available funds and resources.

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4. reporting
 - A. appropriate applications/reports for regional, college, and agency use
 - B. results of awarding/monitoring process.
5. evaluating
 - A. audit assistance programs (internal and external audit results).
 - B. evaluate the effectiveness of the assistance office.
 - (1) meeting student needs (i.e. surveys/FAMS analysis reports).
 - (2) administering financial assistance programs.
6. interacting
 - A. assist with regional marketing/recruiting, and admissions plan.
 - B. maintain two-way communication within the organizational structure of the college.
 - (1) intra-regional/departmental (financial assistance and business office, financial assistance and instruction, etc.)
 - (2) region and Central Support.
 - C. maintain communication with appropriate external agencies.
 - D. assist in the development of guidelines for local and regional scholarship funds.
 - E. assist in development of consumer information.

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SUBJECT AREA: CAREER SERVICES

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Purpose

The purpose of Employment Assistance services is to implement policies and procedures which provide a transition into the world of work. The over-all objective is to assist students in obtaining employment in their fields of study beginning with enrollment. Student Affairs is responsible for planning, management, and evaluation of the college's employment assistance program.

Policy

The policy of Employment Assistance is to offer a continuum of services . . . a comprehensive program to help students to understand themselves, to understand the relationship between educational and career choices, to discover and develop alternatives, to enhance their job seeking skills, and finally to help them make the transition from the college environment to the world of work. Conduct annual surveys.

Process

The employment assistance process includes the following:

1. assisting students in the employment process through self-assessment, job referral, job search and employability skills training.
2. providing job search training, job matching and reporting of placement results.
3. understanding of the prospective employment market and those segments of the job market where employment assistance activities are likely to yield results.
4. assisting and directing students to areas of suitable employment.
5. organizing and maintaining of active student employment assistance files.
6. administering an annual graduate/former student and employer satisfaction survey.

The division of Employment Assistance's responsibilities include the following:

Regional Responsibilities - Primary Student Affairs Officer

1. administers the employment assistance service of the region for students, graduates, and alumni
2. administers annual follow-up survey of graduates/former students.

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3. administers annual follow-up survey of employers' satisfaction with graduates.
4. prepares employment assistance and follow-up reports as requested by the site administrator for purposes of accountability, information, internal management analysis and satisfying external agency requirements.

Central Responsibilities - Student Affairs Liaison

1. assists the regional office by recommending policy, procedures and the maintenance of same.
2. assists the regional office by identifying and providing timely information regarding employment assistance methodology, techniques and progress.
3. assists in the design and preparation of collegewide employment assistance information forms.
4. monitors collegewide activity to assure compliance with College policy and procedure requirements.
5. coordinates a collegewide placement clearinghouse program.
6. coordinates annual follow-up surveys of graduates on an annual basis.
7. coordinates annual follow-up survey of employers' satisfaction with graduates.
8. collects, assimilates and disperses data necessary for maintaining accountability and information needed for internal and external use.

Tasks

The employment assistance tasks may include the following:

1. providing career planning and development services
 - A. interaction with counselors, faculty advisors, etc., to:
 - (1) encourage and assist students to think and learn more about their interests, skills, personal assets, and life goals
 - (2) assist students to understand the realities of and develop a reference for the world of work
 - (3) assist students to relate their own goals and needs to the opportunities available
 - (4) introduce the student to employment assistance services

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- (5) promote employment orientation opportunities
- B. introduction to job market
 - (1) labor market trends/occupational outlook forecast
 - (2) employment requirement/rewards
 - (3) utilization of career counseling methods
 - (4) consumer information
- C. job search skills
 - (1) resume preparation
 - (2) interview skills-role playing
 - (3) networking concepts
 - (4) personal development (behavior, habits)
 - (5) employment research update
- 2. facilitating the employment process
 - A. promote faculty/staff involvement (i.e program advisors, Business and Industrial Training, Coop Education staff, etc.)
 - B. interact with employers, and outside agencies to cultivate employers for in-house interviews, job fairs, etc.
 - C. develop job bank (through visits to employers, etc.)
 - D. organize student information data for employment assistance and maintain student employment assistance files.
 - E. maintain Family Education and Rights to Privacy Act. (refer to section 3A.SSM Compliance)
- 3. evaluating the effectiveness of employment assistance and planning for the future accordingly.
 - A. continuing follow-up activities
 - (1) monitoring via yearly follow-up surveys
 - (a) former students (required)
 - (b) graduates (required)

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- (c) employers of graduates
- (2) reporting student data to appropriate internal and external sources
- B. recommending the modification of service, if necessary.
- C. assessing the value of the services and practices of the evaluation process itself.

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SUBJECT AREA: RECRUITMENT

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EFFECTIVE DATE: August, 1993

NUMBER: 5.1SAP

Purpose

The purpose of recruiting at Ivy Tech is to identify prospective students; to provide them with information about the College; and to encourage persons to apply, attend, and complete their technical education. The overall objective is to assist in recruiting those individuals desiring technical education. Student Affairs shares responsibility with other departments for the planning, management, and evaluation of the College's student recruitment program.

Policy

It is the policy to provide sound, timely information to the public. The College will explore and utilize every avenue for making the populace aware of its educational programs and services. Marketing of services will be performed in a professional manner to prospective students, employers and other constituents.

Process

The recruiting process includes the following:

1. assisting in developing informational materials.
2. understanding and implementing marketing concepts related to recruitment.
3. understanding the College, including its goals and objectives, programs, and all Student Affairs functions.
4. knowing the prospective student market and those segments of the population where recruitment activities are likely to yield results.
5. developing a plan for recruitment that includes those strategies and techniques found to be most effective in serving both students and the College.
6. implementing the recruitment plan, evaluating its effectiveness and revising future plans accordingly.
7. emphasizing the importance of retention in maintaining desired levels of enrollment.
8. developing and maintaining good communications and effective working relationships with the institutions and agencies from which prospective students may come.
9. sharing the responsibility for establishing and meeting projected enrollments under the Enrollment Management Plan.

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The functions of Recruitment responsibilities include the following:

Regional Responsibilities - Primary Student Affairs Officer

1. identifies potential student groups.
2. disseminates college information to potential students.
3. defines College and program entrance guidelines to individuals seeking enrollment or continuation in a program of the College.
4. assists in the design and preparation of student recruitment material.
5. administers the process of recruitment.
6. prepares and submits data as deemed necessary.
7. assists in developing, implementing, and evaluating recruitment plans.

Central Responsibilities - Student Affairs Liaison

1. assists the regional efforts by providing timely information regarding recruitment methodology, successful techniques, and programs.
2. assists in the design and preparation of collegewide student information forms.
3. monitors collegewide activity to assure compliance with College policy and procedure requirements.
4. assists in coordinating the process of recruitment.
5. collects, assimilates, and disperses data necessary for maintaining accountability and necessary information for internal and external use.

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Tasks

The recruiting tasks include the following:

1. identifying the prospective market and those segments of the population where activities are likely to yield results. These target populations include:
 - A. adults requiring retraining and/or additional training
 - B. college non-completers and college graduates
 - C. high school completers and non-completers

2. Specific target populations include:
 - A. recruiting prospective students from various economic groups
 - (1) agriculture
 - (2) public service
 - (3) industry
 - (4) labor
 - (5) health service

 - B. recruiting prospective students from outside training assistance agencies such as, Job Training Partnership Act program (JTPA)

 - C. recruiting prospective students needing certification programs

 - D. recruiting prospective students from all age groups

 - E. recruiting prospective students who are identified as being members of a minority group

 - F. recruiting prospective students who are identified as being:
 - (1) dislocated workers/displaced homemakers
 - (2) disadvantaged (economical)
 - (3) individuals with disabilities
 - (4) under-employed

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3. developing a regional plan for recruitment that includes those strategies and techniques found to be most effective in serving both students and the College
 - A. needs assessment
 - B. advisory committee solicitation
 - C. interface with appropriate college Personnel-Marketing Committee

4. implementing the regional recruitment plan
 - A. suggestions for general promotions (all target populations)
 - (1) displaying advertising for promotion of complete schedule and/or special programs. These can be geared to a specific market or be general in nature. Consider cooperation with local agency that has a regular contract with the newspaper.
 - (2) feature stories about students and/or projects or success stories about graduates.
 - (3) news items and/or pictures about students regarding honors, elections, graduation, placement, special projects or activities, and new enrollees.
 - (4) special columns by faculty members, etc., prepared on a regular basis (often will be used for "fillers" in weekly papers).
 - (5) want ads, placed in the Education/Schools Section, (can be used to reach a specific segment of the readership) NOT in the "Help Wanted" sections.
 - (6) placement of display advertising in special sections of the paper to reach a specific readership.
 - (7) contacts with editors and writers for special sections of the paper, (i.e., education, editorial, etc.) who effectively handle your efforts. (Mail direct to the individual to get better response.)
 - (8) regions within a single media territory may wish to participate in cooperative media advertising.
 - (9) preparation of short public service announcements (PSA) regarding program, registration periods or general College promotion. PSA's should be 20-30 seconds in length.
 - (10) participation on "talk" shows with radio personalities to give more depth to presentations about the College and its programs.
 - (11) use of news items and human interest stories. (The stories can be the same as used for newspapers but the approach varies for use by radio and TV.)
 - (12) participation in panel discussion groups. (These may be generated by the station but are often done by local community organizations.)
 - (13) use of Public Service Announcements and paid advertising.

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- (14) use of community bulletin board programs for announcements of special activities and other items which fit the format.
 - (15) editorial comments by radio and TV broadcasters. (These are usually done by news manager or station manager.)
 - (16) utilization of Public Broadcasting Station (PBS).
 - (17) use of tape-slide show at group meetings of civic, community or fraternal organizations. (It can also be effectively used with student groups.)
 - (18) displays and/or information to disseminate at county fairs, hospital fairs, community events, shopping malls, etc.
 - (19) envelope "stuffers" to be mailed by banks, utilities, etc., with their regular mailings.
 - (20) staff member, board member or advisory committee member make presentations to service clubs, fraternal organizations and other meetings of community organizations.
 - (21) information from call-ins and walk-ins. (Maintain a file for follow-up by direct mail and personal contact.)
 - (22) use prominent bulletin board in regional institute for displaying success stories, student of the month, news items, etc. (Visitors will get a quick overview of the institute by reading the board.)
 - (23) referral to other Ivy Tech Regions with appropriate literature on programs and courses.
 - (24) high school recruiters.
 - (25) alumni recruiters.
- B. suggestions for adults needing training/retraining
- (1) work with appropriate College personnel to maintain personal contacts with personnel departments, labor unions, etc., to provide information about current and anticipated program or course offerings.
 - (2) sponsor open houses, dinner meetings and/or tours for industrial and business representatives.
 - (3) work with appropriate College personnel to offer information to business and industry representatives about activities of regional institute.
 - (4) utilize board members, advisory committee members, etc. to keep business and industry representatives informed about activities of the regional institute.
 - (5) recruit day shift workers for evening classes, and night shift workers for day classes.
 - (6) disseminate literature in appropriate agencies, public areas, etc.

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- (7) initiate personal contact with Chamber of Commerce by serving on Chamber committees etc., to provide information about activity of regional institute.
- (8) contact local speakers bureau.
- (9) maintain contact with local employment security offices to identify potential students for program (i.e., displaced workers).
- (10) maintain contact with social security staff personnel for referrals and assistance.
- (11) maintain contact with vocational rehabilitation staff personnel for referrals and assistance.
- (12) work with government programs for referrals.
- (13) contact Veterans directly using information received from various sources (i.e., American Legion posts, Disabled American Veterans).
- (14) initiate personal contacts with Veterans affairs counselors.
- (15) promote meetings on campus for Veterans to learn about educational benefits. Veterans affairs counselors can be invited to present information along with regional institute staff.

C. suggestions for college non-completers and college graduates

- (1) contact counselors and admission officers of other postsecondary institutions
- (2) participate in Admission Congress, and other special events sponsored by Indiana Association of College Admissions Counselors (IACAC), Indiana Student Financial Aid Administrators (ISFAA), Indiana Personnel Guidance Association (IPGA), Indiana Vocational Association (IVA) and other professional organizations of guidance personnel, counselors, and vocational teachers which provide contacts with their members.
- (3) arrange for direct mailings
- (4) participate in consortia activities
- (5) offer credit free workshops to introduce Ivy Tech
- (6) host "Back to College" Open House
- (7) track non-returning student follow-up and internal recruiting

D. suggestions for high school graduates

- (1) personal visits with guidance directors, counselors, principal and/or teachers to provide necessary information, written and orally, regarding the programs and opportunities at the College.
- (2) participate in College night and career day programs to meet with interested students, parents, and high school staff members.

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- (3) direct mailings and personal follow-up to graduating seniors.
 - (4) participate in regional SCIPPE activities
- E. suggestions for high school non-completer
- (1) obtain list of high school non-completers (Public Law 323 states that each high school superintendent must provide a list of students no longer enrolled in high school to authorized representatives of Ivy Tech).
 - (2) direct mailings and personal follow-up to high school non-completers.
 - (3) organize and promote opportunities for high school noncompleters to become more familiar with Ivy Tech regional institutes through open houses, tours, etc.
 - (4) advertise available career counseling
 - (5) cooperate with community program [i.e., Adult Basic Education (ABE), General Education Development (GED)].
 - (6) organize and present college information at career/job fairs.
4. evaluate the effectiveness and revise for future accordingly.
- A. determine the criteria for measuring success.
 - B. define, obtain, analyze, and interpret data and other information.
 - C. recommend the modification, replacement, or discontinuance of the program/service or of individual features of the program/service.
 - D. establish a continuing review of program/service results.
 - E. assess the value, benefits, or social utility of the program/ service, goals, objectives, and practices, and of the evaluation process itself.

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SUBJECT AREA: DISABILITY SUPPORT SERVICES

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EFFECTIVE DATE: August, 1993 – Revised: February 2001 NUMBER: 6.1SAP

Purpose

The purpose of Disability Support Services throughout Ivy Tech Community College is to provide opportunities for equal access in college programs, services, and activities. Each college campus is enriched through the contributions of all its members. Student Affairs shares responsibility for facilitating the program, planning, management, and evaluation of disability support services with Academic Affairs.

Policy

The College's policy is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall, solely by reason of that disability, be denied access to or participation in the services, programs, and activities of the College.

It is the policy of the College that qualified students who have disabilities shall be given auxiliary aids and academic accommodations to ensure access to the College's overall educational program. The College accommodates students with disabilities on an individual basis. Individual students receive reasonable and effective accommodations based on specific information and assessment data documented by a qualified professional.

To receive appropriate and timely accommodations, students are responsible for requesting accommodation and documenting the nature and extent of this disability in accordance with College procedures, at least one month before the start of the semester.

Identifying the Need for Accommodations

Students who do not request accommodations do not need to disclose their disabilities.

Students with disabilities who request accommodations are responsible for making these 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.

Information about disabilities in students' records is treated as confidential under applicable laws, and is provided to individuals on a need-to-know basis. Faculty members are advised that information regarding a disability is confidential.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply request this of the faculty member. If requests are not responded to adequately, the student should make the request to the disabilities support services officer.

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Accommodations

The College will provide effective and reasonable accommodations in a timely manner to ensure access to the College's services, programs, and activities. These accommodations may include, but not limited to the use of students' tape recorders during lectures, enhancements of text, adaptive equipment, readers, interpreters, note takers, and additional time to complete assignments. Modifications of examinations may also be permitted to overcome limitations of perception or expression imposed by the disability; for example, examinations may be verbally presented to blind students or the duration of examinations may be increased to allow students with neuromuscular problems to write out answers. The purpose of these modifications is to provide access for qualified students with a disability to participate equally and fairly with other students, not to change the criteria by which the academic performance of students is measured. Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively.

Students requesting accommodations should identify their needs as early as possible to the disabilities support services officer.

Verification of Disabilities

A student with a disability must provide professional verification. Sources of documentation will include Vocational Rehabilitation Services (VRS), state or federal governmental agencies, licensed physicians and psychologists, secondary educational institutions, or other sources deemed appropriate by Disability Support Services. The type of documentation will depend upon the nature of the disability. The student shall provide the necessary documentation to the Disabilities Support Services Office. The cost of providing this documentation shall be borne by the student.

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 5 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.

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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.

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Process

The Disability Support Services process includes the following:

1. identifying and initiating action strategies for qualified students with disabilities who request accommodations.
2. identifying and maintaining an active community resource referral system.
3. assisting in the delivery of quality educational experiences for students with disabilities.
4. complying with federal regulations in regards to students with disabilities.
5. complying with Americans with Disabilities Act and Section 504 of the Rehabilitation Act (refer to section 3A.SSM Compliance).
6. recording information regarding students with disabilities on the student information system.

Regional Responsibility - Primary Student Affairs Officer

1. assists in administering the disability support services for the region.
2. assists in identifying the contacts and maintaining community referral resources.
3. assists in the delivery of quality educational experiences for students with disabilities.
4. prepares and submits reports as requested by the Chief Administrative Officer for purposes of accountability, information, internal management analysis, and satisfying external agency requirements.

Central Responsibilities - Student Affairs Liaison

1. assists the regional office by recommending policy and procedures and the maintenance of same.
2. assists the regional office by identifying and procuring timely information regarding methodology techniques, and programs.
3. facilitates collegewide disability support services.
4. collects and disseminates information on special needs programs.
5. collects and assimilates data necessary for maintaining accountability and necessary information for internal and external use.

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NUMBER: 7.1SAP

Purpose

The purpose and overall objective of student activities is to afford opportunities for the development of individuals in order to develop the necessary skills to succeed in the workplace and as involved citizens in their communities. Student Affairs is responsible for the planning, management and evaluation of these approved student activities.

Policy

It is the policy to encourage students to participate in approved co-curricular activities which complement the academic program of the College when such participation is consistent with sound educational practices. These activities shall be funded through the use of the student activity fee.

Process

The student activity process includes the following:

1. providing supervision for approved student activity (i.e., student government, student athletics, special student events).
2. acting as liaison for regional administration student government association.
3. developing student government leadership skills.

Regional Responsibilities

1. provides coordination and supervision for all functions planned by the students.
2. encourages student activities and the participation of students and staff in those events.
3. recommends policies and practices concerning student activities.
4. assists students in forming an effective student government.
5. assists in the preparation and maintenance of a calendar for student activities.
6. assists in the preparation of a student activities budget.
7. prepares and submits reports as requested by the Chief Administrative Officer for purposes of accountability, information, internal management analysis, and satisfying external agency requirements as well as tracking progress towards College goals and objectives.

Central Office Responsibilities

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1. recommends policy and procedures and the maintenance of same.
2. coordinates multi-regional student activities/athletic events.
3. assists regional efforts by providing information and services regarding student activities and student developmental issues.
4. collects, assimilates, and disperses data necessary for maintaining accountability and necessary information for internal and external use.

Tasks

The student activity tasks may include the following:

1. developing student government leadership skills
2. acting as liaison for Regional administration to student government
3. supporting and providing guidance and supervision
 - A. student government
 - (1) student government organizational structure
 - (2) calendar of events
 - (3) student government budget - fiscal issues, (i.e., insurance, travel, fund raising)
 - (4) activities
 - B. student athletics
 - (1) organizational structure
 - (2) calendar of events
 - (3) budget - fiscal issues (i.e. insurance, travel)
 - (4) activities
 - C. other special student events
 - (1) coordinate scheduling of special programs
 - (2) budget - fiscal issues (i.e., insurance, travel)

Student Organization Rights and Responsibilities

Organizations and Activities

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

Use of College Equipment and Vehicles

Students involved in recognized organizations or conducting official college business may use college equipment (computer labs, classrooms, overhead projectors) where appropriate and it does not interfere with usual college classroom activities. Students may also ride in college vehicles driven by approved college employees. The chief administrative officer must grant prior approval in instances of using college vehicles for out-of-state travel. The use of common carrier for transportation of students to events is encouraged when appropriate. The use of personal vehicles for travel to activities outside the student's region is permitted if approved by the chief administrative officer.

Student Government

Students in each region are provided opportunities to participate in student government. The student government is the representative governing body of the students. Student government representatives are elected or selected according to the bylaws of each regional student government constitution and serve as stated in those bylaws.

The Student Government was established by students to encourage participation in student government and to promote College spirit and recognition. The Student Government exercises the authority, unless otherwise delegated, to legislate on student matters, subject to the approval of appropriate College administrative offices.

The constitutions of all student organizations must be approved by a quorum of the Student Government, consisting of a simple majority of the total membership and one staff advisor, or as otherwise stated in the bylaws.

The functions of the Student Government include:

1. communication of bona fide concerns of the student body and suggestions for improvement to appropriate College officials;

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2. approval of those student organizations deemed beneficial to student life and worthy of being a part of the College;
3. assurance that copies of the constitution, bylaws, and statement of purpose and objectives of each recognized student organization are on file in the Office of Student Affairs;
4. referral of student grievances to the appropriate college officials;
5. planning and conducting of appropriate and socially responsible extracurricular student activities;
6. annual submission of student activity budgets for review and approval by the regional administration.

Clubs

Hobby, social, or interest clubs may be organized and must be chartered by the student government organization. Clubs must have an elected president and vice president. All clubs will have a faculty advisor. The Student Government will determine if sufficient interest exists to form or to continue a club.

Honor Societies

Phi Theta Kappa is the only honor society approved by the College. The society is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. Phi Theta Kappa is open to all students who have earned a minimum of 12 credit hours that would apply to any associate degree. The minimum grade point average required may vary from campus to campus, but generally a 3.5 cumulative GPA is required.

Professional Organizations

Student chapters of professional organizations may be formed on the same basis and under the same requirements as other student organizations.

Social Activities

All group activities of the College must be approved and sponsored by the student government and the administration. Classes, clubs, and other groups are encouraged to plan and conduct social activities for their members. The Student Government will organize and conduct school-wide social activities and gatherings. All students are encouraged to participate in these activities and many of them will be open for the students' guest.

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Intramural Sports

Sport activities of a region may consist of intramural sports sponsored by the student government and administration. Sport activities may be formed where the interests of the students justify their organization and are approved by the regional administration.

Student Activity Funds

The financial support for student activities is derived from student activity fees, established by the State Board of Trustees. The charge is refundable in accordance with the refund schedule for credit courses. No alcoholic beverages may be purchased with student activity funds.

College Custody

All funds collected or received by the College are to be deposited in the respective regional institute's bank depository account. No campus may maintain its own account for the student activity fund.

Annual Budget Approval and Amendments

The top-ranked officer of the student organization is to present an annual budget to the Chief Administrative Officer within 60 days after first day of the fall semester. The Chief Administrative Officer must review the budget and any amendments to the budget proposed by the student organization during the budget year for approval.

Monitoring

Student activity funds are College funds which must be managed in accordance with the policies and procedures under which all other College funds are managed. The College is as accountable to the State Board of Accounts for the proper management of student activity funds. All financial transactions affecting the student activity funds are to be monitored by the student organization and by the Chief Administrative Officer. The Chief Administrative Officer designates in writing a representative from the faculty or administrative staff to assist in supervising student organization activities.

Budget Support for Various Interests

The budget must have a balance between various student interests, at least to the extent that no few activities will dominate the majority of the funds.

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Purpose

The purpose of the registrar services is to maintain an accurate up-to-date registry of pertinent student data. Student Affairs is responsible for the planning, management, and evaluation of each student's record from initial enrollment through graduation.

Policy

The policy is to create and maintain appropriate data in accordance with the American Association of Registrars and Admissions Officer (AACRAO) guidelines.

Process

The student record keeping process provides:

1. support for decentralized academic advising by providing both on-line data on demographic information, academic record, and registration data as well as hard copy secured storage of relevant application data, transcripts, and relevant information on the student' progress through the College..
2. accurate data for auditing by internal and external agencies.
3. data useful for institutional research.
4. relevant information in the event of a personal general emergency.
5. direction and support in implementing and maintaining the standards of the Family Rights and Privacy Act of 1974. (refer to section 3A.SSM Compliance)
6. direction and support in implementing and maintaining the standards of Campus Crime and the Student Right to Know Act. (refer to section 3A.SSM Compliance)
7. recommends, through appropriate channels, policy, procedure and maintenance of same.

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The office of Student Records responsibilities include the following:

Regional Responsibilities - Primary Student Affairs Officer

1. organizes and directs the Student Affairs records registration system.
2. reviews credentials of candidates for graduation of eligible students and forward those qualified credentials to the Regional Academic Officer for faculty recommendation, nomination, and certification.
3. implements and maintains the standards of the Family Educational Rights to Privacy Act of 1974.
4. prepares and submits data as requested or deemed necessary by the campus administrator's office or for external agencies for purposes of accountability, information, internal management analysis and satisfying external agency requirements.

Central Responsibilities - Student Affairs Liaison.

1. assists in developing effective and efficient streamlined records system.
2. assists in designing collegewide forms and collegewide record keeping systems.
3. monitors collegewide activity to assure compliance with College policies and procedures.
4. monitors compliance to Family Educational Rights to Privacy Act of 1974.
5. collects and assimilates data for internal and external use.
6. recommends, through appropriate channels, policy, procedure and maintenance of student records.

Tasks

The Student Records tasks include the following:

1. collecting and maintaining student demographic information, academic records, and registration data as well as hard copy secured storage. These records should be stored by the appropriate office.

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- A. permanent storage requirements (hard copy and/or electronic microforms).
 - (1) permanent record card (from quarter system)
 - (2) instructors' final grade roster reports
 - (3) all documents pertaining to grade changes

- B. recommended retention schedule (AACRAO Retention of Records "A Guide for Retention & Disposal of Student Records, 1987")
 - (1) all on-line student data
 - (2) application form - five years after graduation or last date of attendance
 - (3) health inventory (if applicable) - one year after graduation or last date of attendance
 - (4) high school transcript or GED - five years after graduation or last date of attendance
 - (5) assessment data - five years after graduation or last date of attendance
 - (6) college transcript(s) - five years after graduation or last date of attendance
 - (7) transfer of credit form - five years after graduation or last date of attendance
 - (8) credit by examination form - five years after graduation or last date of attendance
 - (9) change of program or status form - five years after graduation or last date of attendance
 - (10) student status report
 - (11) academic probation interview form - five years after graduation or last date of attendance
 - (12) course reservation and drop/add form - one year after submitted
 - (13) financial assistance information (including V.A.) - three years after graduation or last date of attendance
 - (14) employment assistance files
 - (15) enrollment verification forms - one year after verification
 - (16) other pertinent information

2. providing support for academic advising by providing on-line data on demographic information, academic records, and registration data.
 - A. supply class rosters and grade rosters to instructors periodically.

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- B. provide for advisor access to hard copy student records as outlined in 1-16 above.
 - C. oversee the grade reporting process for accuracy and completeness.
 - D. provide in-service for College personnel in the use of the on-line student information system.
3. maintaining the accurate storage of records, in the collegewide Student Information System and otherwise in accordance with the American Association of Registrars and Admissions officers guidelines.
- A. microfilm term grade reports from the instructor and other grade reporting forms and store duplicate microform in a separate facility.
 - B. retain hard copy student files in secure fireproof cabinets for a minimum period listed in 96.SSM 1B. after last date of attendance.
4. providing accurate data for auditing by internal and external agencies
- A. generate administrative reports on request, i.e., enrollment, demographics.
 - B. provide enrollment verification on individual students and composite data to appropriate outside agencies, i.e., Social Security Administration, veterans.
 - C. provide enrollment and completion data to appropriate outside agencies, i.e., CHE.
5. providing relevant information in the event of a personal or general emergency.
- A. store health information data for each student.
 - B. retain current alpha rosters or class rosters in the event that students need to be located or identified.
 - C. forward emergency messages to students from outside sources.
 - D. refer to SIS for immediate current information.

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6. implementing and maintaining the standards of the Family Rights and Privacy Act of 1974 as amended.
 - A. insure that academic or personal data are not inappropriately released to outside agencies by properly training staff without the student's signed permission in responding to inquiries.
 - B. establish a process for transcript requests that is low-cost, timely, and efficient, and provide for storage of transcript requests for a one-year period.
 - C. prevent access-to hard-copy, microfilmed, or on-line records to unauthorized persons.
 - D. inform students of their rights under the Family Rights and Privacy Act of 1974 through orientation and/or publications of the College and provide students access to their respective academic files.
 - E. provide inservice concerning the Family Rights and Privacy Act to all college personnel.
 - F. dispose of purged records in such a way as to insure confidentiality.
7. executing specific activities in accordance with dates and guidelines as established by the college/region/campus.
8. serving as liaison with, and providing requisite information to the other functional areas for the purpose of tracking student enrollment, grading, and changes in student academic standing.
9. implementing the transfer of credits from other colleges and universities. (See Academic Policies and Procedures Manual)
10. implementing academic standards of progress as defined by College policy. (See Academic Policies and Procedures Manual)

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11. providing preliminary auditing for program completion/graduation.
 - A. students must meet the technical certificate/associate degree requirements.
 - B. exceptions to this must be approved by the chief academic officer or his/her designee.

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NUMBER: 9.1SAP

Purpose

The purpose and overall objective of student rights and responsibilities policies at Ivy Tech is to provide a process for the fair and just administration of the College's student judicial system. Student Affairs is responsible for the planning, management, and evaluation of the College's student rights and responsibilities process.

Policy

The College policy regarding student rights and responsibilities is to provide students, faculty and staff with the college rules and the procedures for due process.

Process

The student rights and responsibilities process includes the following:

1. administering the student disciplinary system.
2. administering the student grievance policy.
3. disseminating information relative to the rights and responsibilities of students (e.g., Student Handbook/Regional Catalog).

The process of student rights and responsibilities includes the following:

Regional Responsibilities

1. administers the student disciplinary system.
2. administers the student grievance process.
3. disseminates information relative to the rights and responsibilities of students. (e.g. Student Handbook/Regional Catalog).
4. implements and maintains the standards of the Family Rights and Privacy Act of 1974.
5. prepares and submits data as deemed necessary by the chief administrative officer for purposes of accountability, information, internal management analysis, and satisfying external agency requirements.
6. refers academic appeals to the chief academic officer.

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Central Responsibilities

1. assists the regional office by recommending policy and procedures and the maintenance of same.
2. assists the regional office by identifying and providing timely information regarding procedures and process.
3. monitors collegewide activity to assure compliance with College policy and procedure requirements.
4. collects, assimilates, and disperses data necessary for maintaining accountability and necessary information for internal management analysis, and satisfying external agency requirements.

Tasks

The tasks of student rights and responsibilities include:

1. coordinating and monitoring the delivery of student disciplinary system.
2. coordinating and assuring timely delivery of the student grievance process.
3. evaluating the effectiveness and planning for the future accordingly.
 - A. determine criteria for measuring success.
 - B. define, obtain, analyze, and interpret data and other information.
 - C. recommend the modification, replacement or discontinuance of the individual features of the policy.
 - D. establish a continuing review of service results.
 - E. assess the value, benefits, or social utility of the service goals, objectives, and practices and of the evaluation process itself.

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

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech 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. 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.

2. Cheating

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.

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.

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Children are not allowed in classrooms unless through the expressed consent of the instructor.

4. Commitment of College Funding

Committing College funding, including student clubs or organizations, without written approval and paperwork will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

5. Compliance and Identification

Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.

6. Discrimination Activities

Any student involved in discrimination activities towards students or staff will face disciplinary action.

7. Disruptive Behavior

Behaviors or actions that disrupt the College's processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

8. Electronic Equipment or Programs

Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.

9. Financial Responsibility

Students are expected to pay all fees, fines, or loans in a timely manner. Official transcripts and copies of records will not be given to the student and degrees will not be awarded until debts to the College are paid. Students will be allowed to inspect and view transcripts and records. Students will not be allowed to register in an "owe fees" status.

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10. Fundraising or Solicitation

College policy requires that individuals or organizations seeking the use of campus facilities or scheduling activities to solicit funds, must first obtain written approval from the appropriate College official. College rules and regulations govern fundraising activities, the money collected, and the use of the money collected by the fundraising activities. Misrepresentation, or misuse, will result in the student being responsible for the money owed to an institution or individual, in the student being removed from the club or organization, and the student facing disciplinary action. The student is also accountable to state and federal laws and regulations.

11. Furnishing False Information With Intent to Deceive

Providing false information is against College rules and state laws.

12. Harassment/Sexual Harassment/Stalking and/or Intimidation

This is defined as conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation is 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.
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

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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. Handicapped parking spaces 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 Community College of Indiana 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 premise 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

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according to Indiana law.

- **Alcoholic Beverages**
Consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted.
- **Arms/Deadly Weapons/Explosives/Chemicals**
Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.
- **Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and /or Threatening Language**
Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.
- **Counterfeiting and Altering**
Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.
- **Dumping and Littering**
No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories
- **Gambling**
Gambling is not allowed except where permitted by state law or within a sanctioned program or class.
- **Illegal Use of Drugs**
Being under the influence of, use of, possession of, or distributing illegal drugs is not

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permitted.

- **Smoking**

All Ivy Tech Community College of Indiana 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 Community College of Indiana books, magazines, equipment, resources, or buildings is a violation.

21. 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.

VIOLATIONS

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

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

The regulations and procedures will be placed for reading and review in the Library/Learning Resource Center. Copies will also be available through the Office of Admissions or Student Affairs.

DISCIPLINARY ACTION

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

1. Verbal reprimand;
2. Restitution for damages;

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3. Restriction of privileges;
4. Failure of the assignment or course;
5. Withdrawal from a course, program or the College for the remainder of the semester or term;
6. Suspension from the College (one calendar year);
7. 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: to 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 agrees 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.

STUDENT GRIEVANCE PROCESS

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

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

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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 thirty (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 5 working days (Monday - Friday) of notice of the student complaint, at the latest. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion, and that if possible a mutually acceptable resolution can be reached.

A student who feels that the conference would be futile because of that person's involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student has the complaint, he or she should bring the grievance in writing to the supervisor of that area or department. The conference will be held as soon as possible and at least within 5 working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. If the grievance is not resolved with an instructor, the student may elect to request a conference with a department head, division chair or the chief academic officer, as deemed appropriate. Non-instructional areas follow the same step process. Through Student Affairs, for example, the process would be advisors/counselors, then manager, and finally the chief student affairs officer. Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

Formal Grievance Procedure

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

Format of the Written Grievance

If the complaint is not resolved to the student's satisfaction through the informal procedure, the student shall reduce 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

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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

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 Executive Director for Student Support Systems (One West 26th Street, Indianapolis, Indiana 46208). The Executive Director 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 thirty (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 party, will be provided to both the student (grievant) and respondent.

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

1. Reasonable advance written notification of the time and place of the hearing. The student shall be given reasonable advance notice of the hearing;
2. Notification in writing of the charges with sufficient particularity to enable the

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- 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 meetings at all stages of this appeal procedure;
 5. An opportunity to be heard;
 6. An opportunity to question witnesses at hearings;
 7. An opportunity to have a representative present when presenting facts, being questioned, or asking questions.
 8. An expeditious hearing of the case.
 9. An explanation of the decision rendered in the case.

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

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

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

Appeal to the Office of the President

If the student does not accept the decision of the Student Status Committee, the student may appeal, in writing, within thirty (30) calendar days from the written notification by sending a written notice to the General Counsel, Collegewide Appeals Grievance Body, at P.O. Box 1763, Indianapolis, IN 46206.

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

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reconsideration. The decision of the President is final.

STUDENT APPEAL OF A GRADE

Appeal of a student grade is covered under section 4.7 of the Academic Policies and Procedures Manual.

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REINSTATEMENT TO THE COLLEGE

If a student is dismissed from any campus/region of Ivy Tech Community College of Indiana, that individual is dismissed from the College. The year starts at the time/date of the official notification to the student by the Chief Administrative Officer. 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 chief student affairs officer at the campus where the dismissal took place of her/his intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to the chief administrative officer of the campus/region. That individual will render a judgement on the appeal. That judgment will be final.

1K.SSM Sexual Harassment and Sexual Assault

Ivy Tech Community College of Indiana is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The College will not tolerate sexual harassment, sexual assault, rape, or other forms of nonconsensual sexual activity.

Ivy Tech Community College of Indiana supports this policy for students, faculty, and staff through its educational prevention programs and its counseling support services.

Sexual harassment is defined as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students.

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Ivy Tech will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy shall include, but not be limited to the following:

1. Persistent, unwanted attempts to change a professional or educational relationship to a personal one; unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault and rape; unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about either gender in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or learning environments.
2. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
3. Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.

Nonconsensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is physically helpless, mentally incapacitated, or is unconscious. The inability to consent may be due to drug or alcohol consumption, regardless of whether or not the consumption was with the victim's consent.

Consensual sexual activity between an instructor or staff member and a student is discouraged.

Victims of sexual harassment or nonconsensual sexual activity are encouraged to file a complaint through College officials as soon as possible after the alleged incident. Students should file complaints with the Office of Student Affairs and employees should file with the office responsible for human resources/employee relations. Victims of a sexual assault should seek help immediately. If physically injured, victims should seek medical treatment immediately or as quickly as possible. Contact campus security or the police as soon as possible to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. Victims should not wash themselves or their clothes, or change clothes before being examined at a medical facility.

If the offense involves another student, disciplinary action may be initiated within the College. Sanctions may include required counseling, temporary suspension, or dismissal. Both the

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accuser and the accused are entitled to have others present during any proceeding. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged. The College will attempt to assist the victim with requested changes in academic situations whenever reasonably possible.

Students who perceive that they are victims of sexual harassment should contact the campus Affirmative Action Office or the Student Affairs Office. The Affirmative Action Office responds to every complaint, providing proper remediation when harassment is determined. Complaints against students will be forwarded to the Office of Student Affairs for resolution within the College's due process procedures for students.

Complaints against College employees will be handled by the Office of Human Resources for resolution within the problem solving process. Members of the College community found to be in violation of this policy through the procedures and systems described above shall be subject to sanctions including reprimands, suspension and/or termination of employment, or permanent expulsion for students.

This policy shall supplement all other College policies relating to sexual assault and harassment, all of which shall remain in effect. All policies shall be applied consistently in such a manner as to accomplish their collective purposes and may be amended from time to time as deemed necessary or desirable by the College.

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SUBJECT AREA: GRADUATION

Page 1 of 3

EFFECTIVE DATE: September, 1996

NUMBER: 10.1SAP

Purpose

The purpose of graduation services at Ivy Tech is to provide graduation ceremonies at least once per year. The designated department generally responsible for planning, management, and coordination of this event is Student Affairs.

Policy

The policy is to provide the necessary planning to ensure quality graduation ceremonies for students as the culmination of educational events at Ivy Tech. It is also the policy of the College not to have spoken prayer or silent prayer at the graduation ceremony.

Note: These changes are optional but encouraged for Graduation 1996, and mandatory beginning with Graduation 1997.

The College recognizes three levels of honors to graduating students based upon Grade Point Average (GPA):

4.0	Summa Cum Laude
3.75 - 3.99	Magna Cum Laude
3.50 - 3.74	Cum Laude

Calculation for academic honors if listed for publication in the graduation ceremony program will be as of the semester prior to Spring graduation. Honors recorded on the transcript will include the graduation term.

All students going through graduation ceremonies will wear a cap and gown. The color of the cap and gown will be black. The color of the tassel will be a regional decision.

Students may wear honor stoles and honor cords to signify the following honors:

Academic Honors (3.50 and higher)
Phi Theta Kappa

These are the only approved recognitions.

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Process

Graduation services process includes the following:

(Following appointment by the Vice President/Chancellor or his designee, the committee will:)

1. establish a graduation committee (to plan the ceremony) which is composed of administrative staff, faculty, and students.
2. the proposed date for the ceremony will be submitted to the President (or designee) by November of the year preceding the annual activity.
3. determine accouterments of the ceremony and make necessary arrangements.
4. ensure departmental responsibilities have been completed (i.e., graduate review, preparation of degrees and certificates, notification of candidates for graduation, etc.).
5. ensure that the College specifications for the graduation ceremony are abided by and that only the President or his official designee confers the Associate Degree or Technical Certificate.

Cross reference = Academic Policies and Procedures 4.5

Graduation responsibilities include the following:

Regional Responsibilities:

1. Graduation Ceremony Committee
 - A. determine date of graduation ceremony,
 - B. file graduation schedule at least the November prior to the desired date with the Office of the President,
 - C. determine accouterments of the ceremony (i.e., appropriate staff participation, facility, speakers, music, announcements, programs, etc.)
 - D. extend invitations to friends of the institution (College President and his staff, State and Regional Trustees, Advisory Committee members, etc.),
 - E. receive specifically assigned staff responsibilities from the appropriate offices (see B and C),

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- F. inform ceremony leaders of procedures,
- G. prepare necessary evaluation for purposes of accountability, information, and internal analysis,
- H. determine if all graduate candidates have fulfilled financial obligations to the College,
- I. notify all eligible students so that they may participate in the ceremony,
- J. secure appropriate caps and gowns for graduates, faculty, staff, and guests and collect necessary fees, if applicable, and
- K. secure the degrees and certificates, the covers, and prepare these for eligible graduates.

Central Responsibilities

- A. assist the regional office by recommending policy and procedure and maintenance of the same,
- B. assist the regional office by identifying and providing timely information as needed,
- C. collect and maintain graduation programs, bulletins, and evaluations from each region each year, and coordinate, with the Office of the President, to schedule Central Office representation at regional graduation ceremonies.

Tasks

The graduation ceremonies tasks include the following:

1. ensure delivery of graduation ceremonies (as outlined) at least once per year in each region.
2. ensure graduation candidates' eligibility and notification of same.
3. ensure the College specifications for the graduation ceremony are abided by and that only official designees confer the Associate Degree and Technical Certificate.

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SUBJECT AREA: CAMPUS SECURITY AND SAFETY

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EFFECTIVE DATE: August, 1993

NUMBER: 11.1SAP

Purpose

The purpose of campus security services at Ivy Tech is to ensure safe and secure environment for students, staff, and guests. Student Affairs is responsible to coordinate with campus security officials issues related to campus safety.

Policy

It is the policy of the College to have a person designated as the chief security officer for the region/campus. Campus security will work closely with local law enforcement officers to provide a safe and secure environment and to make sure that campus crimes are reported and investigated.

Process

The campus security process includes the following:

Compliance with the Campus Security Act of 1990.

All crimes and security issues are reported to the proper college officials and law enforcement agencies.

Educate student, staff, and guests about proper security and safety procedures.

Enforce all state, local, and campus security laws and regulations.

Regional Responsibilities - Primary Student Affairs Officer

1. Disseminates annual campus crime report to prospective students and current students.
2. Ensures that proper policy notification appears in student handbooks and catalogs.
3. Reports any crimes reported by students to the campus security officer or local police.

Central Responsibilities - Student Affairs Liaison

1. Monitors collegewide activity to insure compliance with College policy and procedures.
2. Collects, assimilates, and disperses data necessary for maintaining accountability and necessary information for internal and external use.
3. Ensures that proper policy notification appears in the collegewide catalog.

STUDENT AFFAIRS POLICIES AND PROCEDURES
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SUBJECT AREA: STUDENT HEALTH AND WELLNESS

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EFFECTIVE DATE: February, 1999

NUMBER: 12.1SAP

Purpose

Ivy Tech Community College of Indiana supports a healthy lifestyle among its students, and believes in the development of health maintenance values that will extend to the future workplace.

Regional Responsibilities

1. Prepare and submit data as requested or deemed necessary by the chief administrative officer or for external agencies for purposes of accountability, information, internal management analysis, and satisfying external agency requirements.
2. To work with appropriate campus personnel in providing and promoting activities and programs that promotes health, safety, and wellness issues.

Central Responsibilities

1. Assists campuses in developing ideas and suggestions to promote health, wellness and safety issues.
2. Monitors collegewide activities to assure compliance with college policy and procedures.
3. Monitors compliance to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Policy

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment can be administered. If College officials deem necessary emergency medical technicians may be requested. If a student has a seizure or blackout while on campus, emergency medical technicians will be notified. Ivy Tech Community College of Indiana does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

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When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the director of student affairs or designee. The cost of the examination is the student's responsibility.

Health and Accident Insurance

The College does not provide general health and accident insurance for students. The College will make available a health insurance plan that students may purchase directly from an insurance company. The Office of Student Affairs provides information on health insurance companies. International students are required to carry the appropriate insurance coverage (see international student admissions).

Emergencies

In case of emergency, effort will be made to contact the emergency contact person listed on the students course reservation form. If a student is a minor, effort will be made to consult the parents or guardians of minors to facilitate prompt medical treatment.

The College will take the necessary steps to intervene in a medical emergency while a student is on campus. A witness of the incident or the student must complete an incident form, which is filed with the College's insurance company and with the appropriate campus office.

Communicable Diseases

Communicable disease shall be defined as an illness due to a specific infectious agent or its toxic products which arises through transmission of that agent or its products from an infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment (410 Indiana Administrative Code 1-2.1).

Communicable and infectious disease shall include, but is not limited to:

- Influenza
- Tuberculosis
- Conjunctivitis
- Infectious Mononucleosis
- Acquired Immune Deficiency Syndrome (AIDS) and
- AIDS related complex (ARC)
- Positive HIV antibody status
- Meningitis

- Sexually Transmitted Diseases

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- Diphtheria
- Pertussis (whooping cough);
- Tetanus
- Measles
- Rubella
- Poliomyelitis

Persons who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students who have communicable diseases, whether symptomatic or not, will be allowed regular classroom attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and do not pose a proven threat for transmission of the disease or condition. The College reserves the right to require a medical or psychological examination of any student whose medical condition poses a potential threat to others. The chief administrative officer or designee will review the medical record report and may deny permission for a student to participate in a program, course, or activity.

Drug-Free College

Purpose

The College is committed to maintaining a drug-free teaching and learning environment and to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Definition

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over-the-counter).

Illegal drugs refer to the illegal manufacture, distribution, dispensation, possession or use of controlled substances listed under Indiana law.

Students are to attend classes, labs, and College activities unhindered by the substances defined above.

Policy

The College prohibits the unlawful manufacture, distribution dispensation, possession, and use of controlled substances. The use of alcohol by students on College property is prohibited. The unlawful use or abuse of alcohol as a part of any College activity is also prohibited. Any student of the college found to be using alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on college property or at college events shall be subject to disciplinary action in accordance with applicable policies of the College. Students

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SUBJECT AREA: STUDENT HEALTH AND WELLNESS

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who violate this policy will be subject to sanctions that may include suspension or dismissal from the College.

Legal Sanctions

Students are reminded that illegal possession or use of drugs or alcohol may also subject individuals to criminal prosecution. The college will refer violations of proscribed conduct to appropriate authorities for prosecution. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a post-secondary institution.

Health Risks

Abuse of alcohol and use of drugs are harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drugs users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

The major categories of drugs are listed below and include the significant health risks of each.

- Amphetamines - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.
- Narcotics - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.
- Depressants - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.
- Hallucinogens - These may cause psychosis, convulsions, coma and psychological dependency.

Many community agencies and area hospitals are available to assist students seeking alcohol and drug counseling and treatment. Please contact the Office of Student Affairs for a listing of agencies or hospitals in your community.

Each campus will provide an on-going program for drug and alcohol-free awareness.

Smoking Policy

STUDENT AFFAIRS POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE

SUBJECT AREA: STUDENT HEALTH AND WELLNESS

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EFFECTIVE DATE: February, 1999

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Ivy Tech Community College of Indiana does not permit smoking except in designated areas.