



COLLEGE SERVICES



Entering the College

ADMISSIONS FOR NON-DEGREE ENROLLMENT

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

ADMISSIONS FOR DEGREE ENROLLMENT

Ivy Tech is an open admissions college. Some degree-granting programs have limited availability and have additional requirements prior to acceptance to those programs.

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

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

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

ADMISSIONS FOR GUEST STUDENTS

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

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

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

Guest students shall be admitted for one semester at a time and must complete the Guest Student Application for each term of enrollment. They are not eligible for any financial aid program administered by Ivy Tech Community College while admitted as a guest student. The guest

student may enroll in any course(s) for which they deem themselves eligible. Students should make themselves aware of the prerequisites for each course.

COURSE PLACEMENT ASSESSMENT

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

- Possess an associate degree or higher from a regionally accredited college with math skills at the MATH 035 or MATH 043 level or higher and writing skills at the ENGL 025 level or higher. The number of years since an associate or higher degree was earned is not relevant.
- Have completed comparable academic skills advancement or general education courses in writing or math with a grade of "C-" or better from a regionally accredited college within the last ten years. For purpose of substituting the reading portion, the prospective student must have completed a basic skills reading course or college-level general education course that has reading as a prerequisite.
- Have comparable assessment scores (earned within the last two years) from a regionally accredited institution.
- Have SAT/ACT/PSAT scores earned within the last four years that are comparable to COMPASS benchmarks for appropriate course placement into college-level courses.

The College reserves the right to guide the enrollment of students in particular programs or courses on the basis of past academic records, academic counseling and assessment.

READMISSION FOLLOWING ENROLLMENT ABSENCE

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

LIMITED ENROLLMENT PROGRAMS

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

ADMISSION PROCEDURES AND SUPPORT DOCUMENTS—DEGREE OBJECTIVE

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

1. submit an Application for Admission
2. verify the following:

A. For high school graduates:

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

B. For non high school graduates:

- (1) Prospective students who are recipients of a GED from the American Council on Education (ACE), or from a recognized state education body, will indicate on the application for admission that they have completed the GED and the date it was earned. High school equivalency exams provided by other organizations are not acceptable; or
- (2) they may demonstrate the Ability to Benefit from postsecondary education by obtaining a passing grade on the COMPASS assessment or by obtaining passing score on a test recognized by the US Department of Education. Students who do not meet B (1) or B(2) should be referred to the appropriate College or community services (Adult Basic Education). Students who do not meet Ability to Benefit may enroll as courses only students.

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

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

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

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

SECONDARY INITIATIVES

Dual Credit

Ivy Tech Community College of Indiana offers opportunities for high school juniors and seniors to enroll in dual credit programs that allow them to receive high school credit and advanced stand-

ing college credit at the same time. Each Ivy Tech campus has secured agreements with area high schools to offer dual credit in a variety of courses. Students should contact their school administration to learn what dual credit courses exist at their own high schools. Requirements to participate include admissions, readiness requirements for the course and course prerequisites.

TRANSFERRING CREDIT TO THE COLLEGE

The College encourages students who have previously attended other regionally accredited colleges and universities or adult education programs to forward transcripts to Ivy Tech prior to enrollment or re-enrollment for consideration of transfer of credit and/or advanced placement. Only courses with grades of C- or higher are eligible for review for credit transfer. Students are responsible for providing pertinent course descriptions and/or copies of the college catalog(s) if further documentation is needed to facilitate the review. The College will assist individuals with evaluation of prior educational experiences. .

ADMISSION PROCEDURES AND SUPPORT DOCUMENTS - INTERNATIONAL STUDENTS

International students must meet College admission standards and certain other requirements. International students should apply for admission to Ivy Tech at least 90 days prior to the beginning of the term they wish to attend. International students must provide a foreign transcript equivalency evaluation from an approved evaluator indicating that the student has attained the equivalent of a US high school graduation. The following are approved College evaluation agencies: World Education Services, Educational Credential Evaluators, Inc., and AACRAO – Foreign Educational Credential Service. The type of evaluation report required by Ivy Tech is the general report. Students whose first language is not English must also demonstrate English language proficiency. The Test of English as a Foreign Language (TOEFL) with a minimum score of 550 for the written exam, or 79 for the internet based, is required and results must be sent directly from Educational Testing Services (ETS) to the College. Scores will be considered if they are less than two years old. A language proficiency test may be waived if an applicant is from an English-speaking country, has completed secondary school in the US with passing grades in non-ESOL English courses, or is a college transfer student who has completed standard freshman English, with a grade of C- or higher, from a regionally accredited institution.

International students must provide proof of adequate financial support for College fees and living expenses for each year while attending Ivy Tech. International students should submit a letter from an appropriate sponsor, government official or bank official stating that sufficient funds are available to cover the cost of the student's education and that these funds will be available to the student while attending college in the United States. International students must purchase the College's insurance coverage for medical, accident and repatriation expenses, unless they obtain a waiver. Degree-seeking students must also participate in initial course placement evaluation. Please contact the regional International Student Advisor to obtain a copy of the International Student Admissions booklet.

STUDENT ORIENTATION

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

require attendance at an information session prior to program application.

ADVANCED PLACEMENT CREDIT AND CREDIT FOR PRIOR LEARNING

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

College-Level Examination Program (CLEP), Advanced Placement (AP), DANTES, and tests given by Ivy Tech instructors as specific subject test-outs. Transfer credit is awarded for appropriate grades from courses taken at other regionally accredited institutions of higher learning.

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

Credit is also awarded for properly documented prior learning experiences and workforce certifications. Ivy Tech acknowledges the prior learning experiences of students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, nationally recognized testing, certifications, and community service. The awarding of credit for prior learning experiences is limited to technical coursework. General education competencies must be validated through nationally recognized testing. If program accreditation or licensure issues in certain programs preclude the awarding of PLA credit, the College will not award PLA credit for coursework in that program. If you believe you have prior learning experiences that might help you earn credit in your degree program, please contact the PLA Coordinator at the campus in which you are enrolled.

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

CLEP and DANTES – five years after date of test

AP – two years after high school graduation

IB – two years after high school graduation

Transfer credit - general education – ten years after course was taken

- technical credit – three to five years after course was taken

- credit for certification – certification or licensure must be current

Registration

REGISTERING FOR COURSES

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

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

OPEN/LATE REGISTRATION

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

COURSE DROP AND ADD

Students may drop a course with no record on the transcript during the first two weeks of the

regular (16-week) semester, or may add a course in the first week of the regular (16-week) semester. Courses are not officially dropped until the necessary forms have been completed and returned to the Office of Student Affairs. After the first week of the regular semester, students must receive the permission of the instructor to add a course. All students who are not in a paid or arranged to pay status will be dropped from classes according to a set schedule. Once dropped, students may not attend class or be graded. If a student has not paid or is not current with the payment schedule by the last date for withdrawal, the student shall be withdrawn from the class, and the tuition balance is still due and payable.

STUDENT WITHDRAWAL

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

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

College Fees

The College seeks to provide quality education at the lowest possible cost. General fees are based on the number of credit hours for which the student has registered. Out-of-state students pay an additional fee per credit hour. Students or their families may be eligible for federal tuition tax credits in accordance with the Taxpayer Relief Act of 1997.

TUITION AND FEES

Tuition and fees are determined prior to the start of the term.

Transcripts and other official College documents will not be issued if there is an account balance.

Fees are established by the State Board of Trustees and are subject to change.

Fees may be assessed for such items as consumable instructional supplies for certain classes.

Additionally, students may incur costs for textbooks, tools, uniforms, other equipment, deferral/payment plans, and special examinations.

ADDITIONAL EXPENSES

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

Books: All students are expected to purchase the textbooks for their respective programs. The cost of books varies by class.

Tools: The College furnishes major equipment items for instruction. However, in many programs or courses, students must furnish additional hand tools and equipment.

Uniforms and other special equipment: Several programs require students to furnish uniforms and special safety clothing.

Charges for consumable instructional materials: In some courses an additional charge for instructional materials may be required.

PAYMENT OF FEES

All enrolled students must make arrangements at the time of registration to pay all applicable fees. A student is officially registered and allowed to attend classes when all fees have been satisfied or arrangements for payment have been made.

REFUND POLICY

Students choosing to drop a course or courses must notify the College. Students choosing to withdraw from all courses must notify the College of their intention to withdraw. The fee refund for voluntary withdrawal from a class, when applicable, will be processed only after the student files a change of enrollment form with the Registrar's Office. The Student Information System processes student refunds using the percentages noted below. Refunds are calculated on business days regardless of holidays. Technology fees, consumable fees, and tuition are refunded at the same rate noted below. With regard to the technology fee, if the student withdraws from all of his/her classes during the 100 percent refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100 percent refund period, the technology fee will not be refunded. For purposes of the refund period, the "first day" is calculated differently for terms of 12 weeks or more and for terms of less than 12 weeks. For terms of 12 weeks or more, the refund period would begin on Monday of the first week of classes that a particular course meets. For terms of less than 12 weeks, the refund period would begin on the first day the course meets. For terms of less than 12 weeks, if a class begins on a Saturday or Sunday, the refund period would begin on the following Monday.

Term Length	Refund Schedule
16 weeks	1st-10th day 100%
12-15 weeks	1st-8th day 100%
10-11 weeks	1st-6th day 100%
8-9 weeks	1st-4th day 100%
4-7 weeks	1st-2nd day 100%
Less than 4 weeks	1st day 100%

Financial Aid

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

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

Students who have completed the FAFSA and submitted all required documentation will receive an email notification to their college email address asking them to check Campus Connect self-

service for details on their award.

Information on all financial aid programs, commonly asked questions, Title IV school codes, financial aid forms, financial aid contacts, and awarding and disbursement policies are available online at www.ivytech.edu/financialaid

The following are financial aid programs:

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

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

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

Application Procedures for Financial Aid

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

Student Records

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

1. The right to inspect and review information contained in the student's educational records.
2. The right to challenge the contents of the student's educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
6. The right to secure a copy of the institutional policy.
7. The right to file complaints with the Department of Education concerning alleged failures by Ivy Tech to comply with the provisions of the act. The name and address of the office that administers FERPA is: 1 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

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

1. Name, address, e-mail address, telephone number, dates of attendance, enrollment status
2. Previous institution(s) attended, major field of study, awards, honors, degree conferred.
3. Past and present participation in officially recognized activities, date and place of birth.

Students may request the withholding of directory information by notifying the Registrar's Office in writing within ten (10) calendar days from the first scheduled day of the term. The request will be in effect until rescinded by the student. The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon the student Ivy Tech assumes no liability for honoring a student's request that such information be withheld. Failure on the part of a student to request the withholding of directory information indicates the student's approval of disclosure.

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

DEPENDENCY PROVISION

Ivy Tech reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152

(as amended). A certified copy of the parent's most recent federal income tax form establishing the student's dependency status shall be required before any educational records or components thereof will be released to the parent of any student.

Academic Grading

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

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

GRADES

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

STATUS	QUALITY POINTS/CREDIT HOUR
A Excellent	4
B Good	3
C Average	2
D Below Average	1
F Failure	0
FW Failure, student ceased attendance	0

Academic skills advancement courses are assigned grading designations, but no quality points or quality hours are earned. Grades for academic skills advancement courses are preceded by the letter "S."

STATUS CODES

Status codes describe the state or condition of a course on the student's record for which a grade has not been awarded. Status code indications carry no quality points. The types of status codes and the symbols used to indicate them are shown below:

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

These status codes are used for the following reasons:

I—Incomplete

“I” designations are received by students who have actively pursued a course and are doing passing work at the end of the course but who have not completed the final examination and/or other specific course assignments.

To remove an “I” designation, a student must meet with the instructor and make arrangements to complete course requirements in a specified period not to exceed 30 days beyond the start of the following term. The instructor must submit the grade within 31 calendar days of the beginning of the following term in which the student received the “I” designation.

AU—Audit

“AU” status indicates enrollment in a course for which no grade or credit is awarded. The fees for audited courses are the same as those for courses taken for credit. Audit status must be declared no later than the end of the first week of classes with approval of the instructor or program chairperson.

W—Withdrawal

A “W” status code will be used for student and academic withdrawals. Student withdrawal (W) is a status referring to voluntary student withdrawal beginning at the start of the third week of the course for a 16-week semester up to the end of the week marking the completion of 75 percent of the course. To be considered officially withdrawn from a course the student must file change of enrollment form with the Office of the Registrar. After 75 percent of the term has elapsed a student may withdraw (with the same result as indicated above) only if documented extenuating circumstances are submitted to and approved by the Chief Academic Officer or his/her designee.

S—Satisfactory

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

U—Unsatisfactory

The “U” indicates unsatisfactory completion of course work in situations where either a status of satisfactory or unsatisfactory (pass/fail) has been arranged by prior agreement. Requests for this type of grading must be declared at time of registration. The “U” differs from an “F” in that quality points are not computed.

V—Verified Competency

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

CREDIT HOURS

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

CREDIT HOURS/LOAD

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

ENROLLMENT STATUS

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

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

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

A second-year student is one who has completed 31 or more semester credit hours.

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

	FINANCIAL AID	ALL OTHER PURPOSES
Full-time	12 credits	6 credits
3/4 time	9-11 credits	4-5 credits
1/2 time	6-8 credits	3 credits
Less than 1/2 time	1-5 credits	1-2 credits

QUALITY POINTS

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

GRADE POINT AVERAGES

The grade point average (GPA) is a numerical indication of the student’s performance in all courses in which quality points can be earned. The GPA is calculated by dividing the number of quality points earned by the number of credits earned. The term and cumulative GPA, calculated to three decimal places, will appear on the online grade report as well as on the transcript.

Under extenuating circumstances a student may petition the Chief Academic Officer to exclude coursework from the cumulative GPA calculation. Courses excluded from the cumulative GPA calculation as a result of a petition will not be counted as earned and cannot be used to satisfy program requirements for degree-seeking students. Grades for excluded courses will remain in the student’s term GPA, and the courses will continue to appear on the transcript, however the cumulative GPA will reflect the exclusion of the coursework. Contact the Office of Academic Affairs for additional information.

IMPROVING A GRADE

Students may attempt to improve grades by repeating courses (allowable once per course).

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

DEAN'S LIST

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

GRADE REPORTS

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

PRIOR COURSEWORK

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

ATTENDANCE

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

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

Standards of Progress

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

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

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

on Academic Probation will be returned to Good Standing when the cumulative GPA rises to 2.00 or above at the end of a semester.

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

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

1st time on suspension – must sit out one semester

2nd time on suspension – must sit out two semesters

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

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

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

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

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

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

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

SPECIAL PROBLEMS

The Office of Student Affairs is available to help with special problems, exceptional circumstances, and filing grievances (see Student Grievances). Special problems, exceptional circumstances, and

grievances are ultimately the responsibility of the Chief Administrative Officer of the region, designated staff and committees.

Assessment

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

Initial Placement

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

Program Outcomes

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

General Education Outcomes

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

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

General education outcomes are assessed at or near the end of the student's program in the capstone course. Students' level of performance is compared with community college students nationally. Students who score above the national average receive a certificate for use in their professional portfolios. Individual assessment results are also compared with student's initial assessment to determine whether the students' learning improved during their time at the College.

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

Graduation

The Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Applied Science degrees, Technical Certificates and Certificates are awarded by the College to students who meet graduation requirements. Graduating students may be charged a fee to cover the cost of the ceremonial cap and gown. A student is considered eligible for graduation when requirements for graduation have been fulfilled. Each student entering the final semester prior to graduation who wishes to participate in the ceremony should complete an application for graduation. The application may be completed online or in person in the Registrar's Office. Graduating students will participate in outcomes assessments. To graduate with an Associate of Arts degree, an Associate of Fine Arts degree, an Associate of Science degree, an Associate of Applied Science degree, a Technical Certificate, or a Certificate, the student must:

1. Successfully complete all courses within program certification requirements;
2. Achieve a minimum cumulative grade point average of 2.000;
3. Successfully complete the required number of credits;
4. Demonstrate mastery of basic reading, writing, mathematical, and algebraic skills through appropriate ASSET or COMPASS scores or through completion of ENGL 083, ENGL 093, and MATH 015 or 023 (not required for Certificates);
5. Completion of at least 15 degree credits in the curriculum as a regular student of Ivy Tech and not through test-out or other means of advanced placement;
6. Satisfy all financial obligations due the College; and
7. Satisfy program accreditation standards that may have additional requirements.

Transferring to Another Institution

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

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

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

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

TransferIN

Courses marked with "TransferIN" after the title are part of the Indiana Core Transfer Library.

Indiana is working to help you transfer college credits more easily. To enable students to connect college credits, Indiana has developed the Core Transfer Library (CTL) – a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades. Core Transfer Library courses will meet the general or free elective requirements of undergraduate degree programs and most CTL courses will also count towards degree program requirements, if an equivalent course is taught at your new campus. For more information about the Core Transfer Library, and for the most up-to-date course list, go to www.transferIN.net.

Student Support Services

ACADEMIC SKILLS ADVANCEMENT PROGRAM SERVICES

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

The need for these services may be identified at the time of admission. However, a student may use any or all services upon encountering academic difficulty during a course of study. Academic skills advancement instructors and laboratory technicians provide developmental instruction in the areas of math, communications, sciences, writing and study skills. Some campuses offer GED preparation and English to speakers of other languages (ESOL). Delivery of instruction may be in the form of an academic skills advancement course in a classroom setting, one-on-one tutorial assistance, computer-based instruction or a self-paced study in the academic skills center. For further information about the College's Academic Skills Advancement program contact the Office of Student Affairs or the academic skills center.

ACADEMIC ADVISING

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

Academic advising will help students to:

1. Successfully access and navigate higher education.
2. Clarify life and career goals.
3. Develop goal-oriented educational plans.
4. Interpret academic requirements and select appropriate courses.
5. Access available internal and external resources that enhance their education.
6. Identify other experiences that will enhance their life, educational, and cultural goals.
7. Develop critical thinking, decision-making, and independent learning skills.
8. Evaluate their progress toward career and life goals, degree completion, and transfer.

CAREER SERVICES

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

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

Alumni may update their credentials whenever they wish to use the Office of Career Services. Students or alumni registered with the Office of Career Services will be informed of employment opportunities. These opportunities are also posted on campus job boards and online. Ivy Tech utilizes an online job posting system known as JobZone, which can be accessed through the College's website (www.ivytech.edu) or through Campus Connect. Employers can post positions and students can post resumes at no cost. Local job postings as well as statewide listings can be accessed through JobZone. Employers who register with the Office of Career Services are granted access to JobZone and are provided with the names of all qualified candidates without regard to gender, race, age, national origin or disability. See the Office of Career Services for additional information or visit www.ivytech.edu.

COLLEGE BOOKSTORE

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

LIBRARY

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

DISABILITY SUPPORT SERVICES

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for persons with disabilities. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Student Life

ORGANIZATIONS AND ACTIVITIES

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

Students in each region are provided opportunities to participate in student organizations through the Student Government Association (SGA). SGA is the representative governing body of the students. SGA representatives are elected or selected according to the by-laws of each regional SGA constitution and serve as stated in those bylaws. The student body membership may consist of representatives of each program area and an advisor as established in the by-laws.

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

The functions of SGA include:

1. Communication of bona fide concerns of the student body to appropriate College officials with suggestions for improvement.
2. Approval of student organizations beneficial to student life and worthy of being part of the College.
3. Assurance that copies of the constitution, by-laws and statement of purpose and objectives of each recognized student organization are on file in the Office of Student Life.
4. Planning and conducting appropriate and socially responsible extracurricular student activities.
5. Submission of student activity budgets for review and approval by the regional administration.

PHI THETA KAPPA

Phi Theta Kappa is an international honor fraternity for two-year colleges. Its purpose is to recognize and promote academic excellence. This is done by providing leadership development opportunities for service in chapter activities on campus and in regional Phi Theta Kappa activities.

Membership in Phi Theta Kappa is by invitation only and is based on a minimum grade point average as well as completion of a specified number of semester hours. Contact the Office of Student Life for further information.

INTRAMURAL SPORTS

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

CLUBS

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

SOCIAL ACTIVITIES

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

PROFESSIONAL ORGANIZATIONS

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

LEADERSHIP DEVELOPMENT

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

COMMUNITY SERVICE

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

IVY TECH ALUMNI ASSOCIATION

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

E-MAIL

Each student has an Ivy Tech e-mail address via the Campus Connect college portal. Since departments and instructors will be communicating with you via your college e-mail account, it is important that you can access the account without difficulty. Students who do not use their Ivy Tech e-mail accounts may miss information from the College that is vital to their success. Official College notices and helpful information will be provided to you through your Ivy Tech e-mail. Ivy Tech will use your Ivy Tech e-mail account to notify you of changes in your accounts, in your

courses, and in college policies and procedures. You are responsible for the information and notices that are sent to you via your assigned e-mail account. It is suggested that you set your web browser to Campus Connect and check your account every day. The Student Computing Practices are included on the site.

CAMPUS CONNECT: THE COLLEGE PORTAL WEBSITE

Campus Connect is available at <http://cc.ivytech.edu>. All Ivy Tech students are given an account to this intranet which provides information, communication tools, and access to online College services. Students may register for and drop/add courses as well as view grades, holds, transcripts, financial aid, and other information. Along with targeted campus announcements, students access their web-based, e-mail accounts via the portal.

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

Housing

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

Student Parking

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

Student Accident Insurance

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries promptly to the instructor or to the Office of Student Affairs. The insurance is for a specified minimum amount of coverage. It is not intended to replace insurance coverage students may already have. Students should review their own coverage. The master insurance policy issued to Ivy Tech is on file at the central administrative office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact the regional Office of Student Affairs.

Student Health Insurance

The College has made arrangements for Ivy Tech students to obtain health insurance. Insurance

coverage is purchased directly from the insurance company by the student. Application forms and brochures explaining coverage and rates are available through the Office of Student Affairs during registration periods. Coverages and rates are subject to change.

Accidents and Illnesses

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

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

Voter Registration

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

Emergency Closings of Campuses

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

Student Rights and Responsibilities: an overview

The reputation of the College and the community depends in large part upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. Students are subject to College jurisdiction while enrolled at the College. Equally, Ivy Tech is also committed to academic integrity in all its practices. The College values intellectual integrity and a high standard of academic conduct.

Students at Ivy Tech are expected to uphold and follow the Code of Student Rights and Responsibilities, and all other rules applicable to conduct in class environments, including distance education courses and programs or college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college approved activities. Students are also expected to comply with all local, state, and federal laws.

While enrolled at the College, students are subject to college jurisdiction. The College reserves the right to take action against any student whose conduct, in the opinion of college representatives, is not in the best interests of the student, other students, or the College. Students who are sanctioned should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the following college rules of conduct. In the Code of Student Rights and Responsibilities, the term “student” is used to refer to a currently enrolled student, a group of students, a prospective student or a group of prospective students.

Students who are found responsible for violating the College’s Code of Student Rights and Responsibilities may be issued sanctions. Possible sanctions for violations of academic integrity, academic conduct and professional behavior expectations include, but are not limited to: verbal reprimand; restitution for damages; restriction of privileges, such as access to lab facilities, library facilities, or testing center; failure for the exam, quiz, project or other assessment; failure for the course; and withdrawal from the course.

Similarly, students who are found responsible for violating the College’s expectations for personal conduct, both on and off campus, may be issued sanctions that include, but are not limited to: reprimand and warning; reflective activity, administrative withdrawal; probation; restitution; participation in a specific program; provision of a specific service; suspension and expulsion.

Just as students have responsibilities, students also have certain rights within the academic environment. Students at Ivy Tech have the right to engage in an educational process that encourages individual learning and achievement and that also supports freedom of expression and association. While doing so, students have the right to learn in an environment free of harassment or discrimination as outlined in the Code of Student Rights and Responsibilities. Students also have the right to expect the College to comply with local, state, and federal laws, including those associated with due process.

STUDENT APPEAL OF A GRADE

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

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

The student’s next recourse is to appeal to the regional chief academic officer. The student must notify the dean of academic affairs in writing of his or her intent to appeal the grade. An appeals committee will be formed by the academic dean, consisting of a faculty member from the program or from the division in which the program is housed, a faculty member from another division, the regional student affairs dean or designee, the regional academic affairs dean, and an optional fifth regional person, possibly staff. The appeals committee’s decision will be forwarded

to the student. Students not satisfied with the committee’s decision may make a final appeal to the regional chancellor.

STUDENT RIGHT TO KNOW

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

Campus Security Information

JEANNE CLERY ACT (CAMPUS CRIME STATISTICS) INFORMATION

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

CAMPUS SEX CRIME PREVENTION ACT

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

Instructional Programs

The College’s degree programs are offered in nine schools:

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

The College offers the following degrees and certificates:

ASSOCIATE OF ARTS (AA) DEGREE PROGRAMS

The associate of arts degree program prepares students for transfer to four-year institutions. General education and liberal arts courses make up all or almost all of the curriculum, and students are required to take a minimum of eight credit hours in a foreign language. Concentrations are available in six areas. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution.

Students interested in the Associate of Arts program should contact their local Ivy Tech campus and institution to which they want to transfer for further information.

ASSOCIATE OF SCIENCE (AS) DEGREE PROGRAMS

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

AS degree programs in technical and professional areas prepare students for transfer to cooperating four-year institutions and for careers. Technical/professional AS programs typically contain 40 percent or more general education, with the balance in technical and profession courses. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution, and equips students with skills for the job market. AS curricula in technical/ professional areas are tailored to meet specific institutional transfer objectives.

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

Concentrations are available in four areas. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution.

Students interested in Associate of Science programs should contact their local Ivy Tech campus and institution to which they want to transfer for further information.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE PROGRAMS

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

ASSOCIATE OF FINE ARTS (AFA) DEGREE PROGRAMS

The associate of fine arts degree program prepares students for transfer to cooperating four-year institutions and for becoming professionals in the field of art. General education coursework makes up approximately 40 percent of the curriculum, including six hours of art history. The balance of the curriculum includes arts foundation, studio art, graphic and design work, and elective coursework.

The coursework provides students with a foundation for transfer to a related baccalaureate arts pro-

gram at a four-year institution. Students interested in the Associate of Fine Art degree should contact their local Ivy Tech campus for availability of programs and for further information.

TECHNICAL CERTIFICATE (TC) PROGRAMS

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

CERTIFICATE PROGRAMS

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

DISTANCE LEARNING

Ivy Tech Online (Distance Education)

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

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

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

Apprenticeship Programs

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

Those apprentices or journeypersons who wish to explore transfer opportunities after earning

an AAS or AS degree can contact Indiana State University, Indiana University-Labor Studies, the National Labor College, or Sullivan University. Interested apprentices and journeypersons should consult the current catalog of the institution in which they are interested, and should review their options with an academic advisor. Additional course and transfer prospects may be available.

Senior Scholars

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

- Be an Indiana resident;
- Be 60 years of age or older at the start of a semester;
- Possess a high school diploma or GED;
- Be retired from their primary vocation (does not apply to homemakers); and
- Not be employed on a full-time basis.

Non-credit courses are not included in the Senior Scholars program. Please contact the Office of Admissions for further information.

College for Working Adults

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