Welcome to Ivy Tech Community College

We are the nation’s largest single-accredited statewide community college system and Indiana’s largest college/university. We offer degrees at 31 locations and we have more than 200,000 students annually studying over 150 different programs throughout Indiana. You have made a wise choice in choosing to continue your education at Ivy Tech Community College. You will find faculty and staff dedicated to assisting you as you progress through your academic studies and complete your certificate or degree program. And whether you choose to enter the workforce after earning your degree/certificate or transfer your credits to another institution to pursue a bachelor’s degree, Ivy Tech Community College is committed to giving you the education you need to be competitive and successful.

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

Sincerely,

Tom Snyder, President
Ivy Tech Community College
president@ivytech.edu
Welcome to Ivy Tech Community College Central Indiana

If you are new to our campus, we congratulate you for choosing Ivy Tech Community College. We promise to support you in your efforts with competent, professional and friendly faculty and staff. To returning students, welcome back and congratulations on sticking to your goals, especially since we know that many of you have to balance work, family and many other demands on your time. We commend you for your commitment to furthering your education.

Our staff is here to serve you and assist you in any way that they can. Be sure to visit with your academic advisor, as he or she is a terrific resource for you as you plan your educational roadmap here at Ivy Tech.

Our mission is to help you achieve your educational goals. Let us know how we can accomplish it with you.

Sincerely,

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

COLLEGE VISION
Indiana’s residents, communities, and economy will be transformed by Ivy Tech Community College’s leadership in higher education.

CORE VALUES
We value, respect, and promote a student-centered environment, a faculty/staff-focused environment, diversity, integrity, community engagement, innovation, and excellence.

ACHIEVING THE DREAM
The College is proud to be one of 122 community colleges participating in Achieving the Dream (ATD), a national initiative that uses data to develop practices that help more students succeed. The enrollment and completion trends of Ivy Tech students have been analyzed, and the college is now engaged in developing solutions as suggested by former and current students from Ivy Tech and other ATD colleges.

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

REGIONAL ACCREDITATION STATEMENT
Ivy Tech Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604. Phone: (800) 621-7440 or (312) 263-0456. Fax: (312) 263-7462, www.ncahlc.org.

COLLEGE CALENDAR
Ivy Tech is on a semester schedule. Fall and spring semesters are 16 weeks long. Summer terms are of varying lengths. Certain dates on the college calendar may vary by campus. Specific start and end dates for the fall, spring and summer semesters are listed in the calendar in this publication.
UPCOMING ACADEMIC CALENDARS

Fall 2015
Fall semester begins August 24, 2015
Labor Day Holiday* September 7, 2015
Fall Break/Thanksgiving Holiday* November 24-29, 2015
Fall semester ends December 19, 2015

Spring 2016
Classes begin January 11, 2016
Martin Luther King, Jr. Holiday January 18, 2016
Spring Break March 6-12, 2016
Classes end May 7, 2016
Commencement varies; check with your campus

Summer 2016
Classes begin May 23, 2016 (10 week term)
Classes begin June 6, 2016 (8 week term)
Independence Day Holiday July 4, 2016
Classes end July 30, 2016

*Some regions/campuses may have additional holidays or breaks; check with your campus for your specific calendar.
CAMPUSES
Ivy Tech offers degrees in 30 locations. Courses are offered in communities across the state.

**Anderson (East Central)**
104 West 53rd St.
Anderson, IN 46013-1502
Phone: (765) 643-7133
1-800-644-4882

**Batesville (Southeast)**
920 County Line Rd.
Batesville, IN 47006
Phone: (812) 934-3954
1-800-644-4882

**Bloomington (Bloomington)**
200 Daniels Way
Bloomington, IN 47404-9272
Phone: (812) 332-1559
1-866-447-0700

**Columbus (Columbus)**
4475 Central Avenue
Columbus, IN 47203-1868
Phone: (812) 372-9925
1-800-922-4838

**Connersville (Richmond)**
717 W. 21st St.
Connersville, IN 47331
Phone: (765) 825-9394

**East Chicago (Northwest)**
410 E. Columbus Dr.
East Chicago, IN 46312-2714
Phone: (219) 392-3600
1-800-843-4882

**Elkhart (North Central)**
22531 County Road 18
Goshen, IN 46528
Phone: (574) 830-0375

**Evansville (Southwest)**
3501 First Avenue
Evansville, IN 47710-3319
Phone: (812) 426-2865

**Fort Wayne (Northeast)**
3800 North Anthony Blvd.
Fort Wayne, IN 46805-1489
Phone: (260) 482-9171
1-800-859-4882

**Franklin (Central Indiana)**
2205 McClain Dr.
Franklin, IN 46131
Phone: (317) 738-9489
1-800-859-4882

**Gary (Northwest)**
1440 East 35th Avenue
Gary, IN 46409-1499
Phone: (219) 981-1111
1-800-843-4882

**Greencastle (Central Indiana)**
915 S. Zinc Mill Rd.
Greencastle, IN 46135
Phone: (765) 653-7410
1-800-750-3007

**Indianapolis (Central Indiana)**
50 W. Fall Creek Parkway North Dr.
Indianapolis, IN 46208-5752
Phone: (317) 921-4800
1-800-732-1470

**Kokomo (Kokomo)**
1815 East Morgan St.
Kokomo, IN 46901-1373
Phone: (765) 459-0561
1-800-459-0561

**Lafayette (Lafayette)**
3101 South Creasy Lane
Lafayette, IN 47905-6299
Phone: (765) 269-5000
1-800-669-4882

**Lawrenceburg (Southeast)**
50 Walnut St.
Lawrenceburg, IN 47025-2971
Phone (812) 537-4010
1-800-715-1058
Logansport (Kokomo)
1 Ivy Tech Way
Logansport, IN 46947
Phone: (574) 753-5101

Madison (Southeast)
590 Ivy Tech Dr.
Madison, IN 47250-1881
Phone: (812) 651-3100
1-800-403-2190

Marion (East Central)
261 S. Commerce Dr.
Marion, IN 46953-9370
Phone: (765) 651-3100
1-800-554-1159

Michigan City (Northwest)
3714 Franklin St.
Michigan City, IN 46360-7311
Phone: (219) 879-9137
1-800-843-4882

Muncie (East Central)
4301 South Cowan Rd.
Muncie, IN 47302-9448
Phone: (765) 289-2291
1-800-589-8324

New Castle (East Central)
300 Trojan Lane
New Castle, IN 47362
Phone: (765) 521-9012

Noblesville (Central Indiana)
300 North 17th Street
Noblesville, IN 46060
Phone: (317) 921-4300

Richmond (Richmond)
2357 Chester Blvd.
Richmond, IN 47374-1298
Phone: (765) 966-2656
1-800-659-4562

Sellersburg (Southern Indiana)
8204 Highway 311
Sellersburg, IN 47172-1897
Phone: (812) 246-3301
1-800-321-9021

South Bend (North Central)
220 Dean Johnson Blvd.
South Bend, IN 46601-3415
Phone: (574) 289-7001
1-888-489-5463

Tell City (Southwest)
1034 31st St.
Tell City, IN 47586
Phone: (812) 547-7915

Terre Haute (Wabash Valley)
8000 S. Education Dr.
Terre Haute, IN 47802-4898
Phone: (812) 299-1121
1-800-377-4882

Valparaiso (Northwest)
3100 Ivy Tech Dr.
Valparaiso, IN 46383-2520
Phone: (219) 464-8514
1-800-843-4882

Wabash (Kokomo)
277 N. Thorne St.
Wabash, IN 46992
Phone: (260) 563-8828

Warsaw (North Central)
3755 Lake City Highway
Warsaw, IN 46580-3901
Phone: (574) 267-5428

Office of the President
Office of the Provost
50 W. Fall Creek Parkway North Dr.
Indianapolis, IN 46208-5752
Phone: (317) 921-4800
CENTRAL INDIANA CAMPUS LOCATIONS
The College offers courses in several communities in the Indianapolis area. For location information and maps, go to http://www.ivytech.edu/central-indiana/5980.html or call the phone numbers listed below.

Spring schedules at high school sites differ from Ivy Tech Community College due to varied public school calendars. Please check web-pages for specific break information.

2 Avon (AVON)  
7508 Beechwood Centre Rd.  
Avon, IN 46123  
(317) 968-1516

Automotive Technology Center (EWC)  
1331 E. Washington St.  
Indianapolis, IN 46202  
(317) 269-9251

Beech Grove High School (BEEGRV)  
5330 E. Hornet Av.  
Beech Grove, IN 46107  
(317) 921-4461

Center Grove High School (CGHS)  
2717 S. Morgantown Rd.  
Greenwood, IN 46143  
(317) 921-4461

1 Fairbanks Center (LAWFB)  
9301 E. 59th St.  
Indianapolis, IN 46216  
(317) 269-9251

1 Franklin Campus (FRANK)  
2201 McClain Drive  
Franklin, IN 46131  
(317) 738-9489

Franklin Community High School  
2600 Cumberland Drive  
Franklin, IN 46131  
(317) 738-9489

1 Greencastle Campus (GREEN)  
915 Zinc Mill Road  
Greencastle, IN 46135  
(765) 653-7410

2 Hamilton County Campus (NOBLE)  
300 N. 17th Street  
Noblesville, IN 46060  
(317) 921-4300

2 Indy West (INDWST)  
7333 W. Washington St., Building 64  
Indianapolis, IN 46231  
(317) 968-1594

2 Mooresville Learning Center (MOORES)  
200 Southbridge Street  
Mooresville, IN 46158  
(317) 916-7660

1 North Meridian Center (NMC) & Glick Technology Center (TECHC) & Illinois Fall Creek Center (IFC)  
50 W. Fall Creek Parkway North Dr.  
Indianapolis, IN 46208  
(317) 921-4800

Pike High School (PIKE)  
5401 W. 71st St.  
Indianapolis, IN 46268  
(317) 921-4461

2 Shelbyville Intelliplex (SHELBY)  
2177 Intelliplex Dr.  
Shelbyville, IN 46176  
(317) 392-3243

1Full-service locations: admissions, financial aid, advising, registration, bursar, career, transfer, assessment, library, and bookstore.  
2Partial-service locations: admissions, advising, registration, assessment, tutoring.
CENTRAL INDIANA HOURS OF OPERATION

Hours are for academic terms. Buildings close earlier during semester breaks.

Building Hours

**Fairbanks Campus (Lawrence)**
- Monday – Friday: 7:00 a.m. – 10:00 p.m.
- Saturday: 7:00 a.m. – 5:00 p.m.
- Sunday: As scheduled for courses

**Franklin Campus**
- Monday – Friday: 7:30 a.m. – 9:30 p.m.
- Saturday: 9:00 a.m. – 2:00 p.m.
- Sunday: Closed

**Greencastle Campus**
- Monday – Thursday: 7:30 a.m. – 10:00 p.m.
- Friday: 7:30 a.m. – 5:00 p.m.
- Saturday: 7:30 a.m. – 5:00 p.m.
- Sunday: Closed

**Hamilton County Campus (Noblesville)**
- Monday – Thursday: 7:30 a.m. – 9:30 p.m.
- Friday: 7:30 a.m. – 5:00 p.m. (or as scheduled for courses)
- Saturday: As scheduled for courses
- Sunday: Closed

**North Meridian Campus**
- Monday – Friday: 7:00 a.m. – 10:00 p.m.
- Saturday: 7:00 a.m. – 5:00 p.m.
- Sunday: As scheduled for courses

Academic Office Hours

**North Meridian Center, Illinois Fall Creek Center, Glick Technology Center, Fairbanks Center**
- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday – Sunday: Closed

Libraries

**Julia M. Carson Learning Resource Center, NMC campus**
- Monday – Thursday: 8:00 a.m. – 10:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: 9:00 a.m. – 3:00 p.m.
- Sunday: 3:00 p.m. – 10:00 p.m.

**Fairbanks Center for Health Professions, F-124, Lawrence Campus**
- Monday – Thursday: 8:00 a.m. – 10:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 8:00 a.m. – 3:00 p.m.

**Semester Breaks**
Monday – Friday: 8:00 a.m. – 5:00 p.m. (unless otherwise posted)

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**Student Services Offices**

**Fairbanks Campus (Lawrence)**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

**Franklin Campus**
Monday – Friday: 9:00 a.m. – 6:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.
Sunday: Closed

**Greencastle Campus**
Express Enrollment
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

Admissions, Advising, Financial Aid
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

**Hamilton County Campus (Noblesville)**
Express Enrollment
Monday / Wednesday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

Admissions, Assessment, Advising
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed

**North Meridian Campus**
Express Enrollment
Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
2nd Saturday: 8:00 a.m. – 2:00 p.m.
Sunday: Closed

Admissions, Assessment, Advising, Bursar, Career, Financial Aid, Registrar, Student Success, and Transfer
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
2nd Saturday: 9:00 a.m. – 2:00 p.m.
Sunday: Closed

REGIONAL INFORMATION, REQUIREMENTS, AND EXPECTATIONS
Information contained in this handbook describes the minimum expectations set by the College. Any policy or practice specific to the Central Indiana region is included within each section. Click on the “Student Handbook” quick link bar of Campus Connect for the most current version of the Student Handbook.
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 may take Ivy Tech courses. Non-degree students enrolling in general education courses or in courses with English or mathematics pre-requisites must demonstrate course readiness through assessment. Students can meet the assessment requirement in several ways including the submission of previous college coursework/degree (associates or higher), high school grade point average (must have a 2.6 or higher on a 3.0 scale along with CORE40, Academic Honors, or Technical Honors degree within the last 4 years, or ACT/SAT scores that meet the assessment requirement. Students who do not have these means for assessment can meet the prerequisite requirement by taking the ACCUPLACER®. Non-degree students taking other courses may also be required to assess. 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.

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 (or graduate) at/from 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 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 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 ACCUPLACER® 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.
- Have completed comparable academic skills advancement or general education courses in writing or math with a grade of “C-” or better.
- Have graduated from high school within the last four years and received a technical honors diploma, academic honors diploma, or a CORE 40 diploma or equivalent with a cumulative GPA of 2.6 or higher on a 4.0 scale.
- Have comparable assessment scores (earned within the last four years).
- Have SAT/ACT/PSAT scores earned within the last four years that are comparable to ACCUPLACER® 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 reapply for admission to the College. 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 General Studies, 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:
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

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. demonstrate course placement

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 standing 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 applicants must meet College admission standards and certain other requirements. International students wishing to enter Ivy Tech Community College under an F-1 or M-1 student visa must meet application deadlines for the term they wish to attend.
F-1 and M-1 students are required to enroll as full time students and complete a minimum of at least twelve (12) credit hours per semester, of which only 3 credit hours can be internet based. Students are not required to enroll in classes during the summer, unless it is required by their program.

A foreign transcript equivalency evaluation from an approved evaluator is required to indicate that students have attained at least the equivalent of a U.S. high school diploma or transferable college credit. The evaluation (including associated fee) is the students’ responsibility. The College-approved evaluation agencies must be NACES members. Details about NACES, along with the current list of NACES members can be found at www.naces.org. The type of evaluation report required by Ivy Tech Community College to determine high school equivalency is the general report. Students wishing to transfer foreign credit to Ivy Tech Community College may need to request a detailed or subject analysis evaluation.

F-1 students whose first language is not English must also demonstrate English language proficiency. J-1 English proficiency is program specific. Students whose first language is not English are generally required to take an English proficiency test. They may utilize the Test of English as a Foreign Language (TOEFL) with a minimum of 61 on the Internet-Based test or 500 on the Paper-Based test, the International English Language Testing System (IELTS) with a minimum score of 6.5, or the Michigan English Language Assessment Battery (MELAB) with a minimum score of 77. Students who have successfully completed an Intensive English Language Program or training at an accredited U.S. institution may meet our English language proficiency requirement. These occurrences will be evaluated on a case by case basis by the regional International Student Advisor/DSO. Additionally, language proficiency may be waived if an applicant is from a country who lists English as their official language, as listed on the following CIA website: https://www.cia.gov/library/publications/the-world-factbook/fields/2098.html?countryName=&countryCode=&regionCode=o, or has completed standard freshman English, with a grade of C or higher, from a regionally accredited institution, or has completed secondary school in the U.S. with passing grades in non-English ESL courses. Official test score reports will be considered if they are less than two years old, and they must be sent directly from the testing center to Ivy Tech Community College.

International students must provide proof of adequate financial support for College fees and living expenses for each year while attending Ivy Tech Community College. International students must 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. The International Student Advisor/DSO at the regional campus can provide the minimum requirements for funding.

Additionally, international students must purchase the College’s insurance coverage for medical, accident and repatriation expenses, unless they obtain a waiver, and they must participate in initial course placement evaluation. Please contact the regional International Student Advisor/DSO for complete details on all admissions requirements and deadlines, along with possible restrictions for other non-immigrant visa
classifications.

**STUDENT ORIENTATION**
All new degree students are required to participate in a student success seminar/orientation program. 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.
Registration

REGISTRATION 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. 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.
Registration for Central Indiana

REGIONAL REGISTRATION PROCESS
Open registration is available in advance of each term. New students can go to the Express Enrollment Center or Admissions. Returning students can register via the Internet by using Campus Connect at http://cc.ivytech.edu or by meeting with their assigned academic advisors.

REGIONAL COURSE DROP AND ADD PROCESS
Central Indiana follows the statewide Ivy Tech course drop and add process as outlined in the prior section. Note that flex and accelerated courses, however, have a shorter drop and add period. A comprehensive refund schedule is available at the Registrar’s Office.

GRADE REPORTS AND TRANSCRIPTS
Grade reports are not mailed to students. They are available through Campus Connect. Students may view or print unofficial transcripts through Campus Connect. Students can request official copies of their academic transcripts from the Registrar’s Office.

RESERVE AND NATIONAL GUARD DUTY
Students who must interrupt their education to fulfill Reserve and National Guard annual tour requirements should present official military orders to their instructors and, if receiving financial aid, to their financial aid counselors and Veterans Affairs counselors prior to departure for duty.

If a student must withdraw before receiving orders, he/she is to contact the Veterans Affairs office at (317) 921-4991 or the Registrar’s Office at (317) 921-4745 to complete the Change of Enrollment Form. Official military orders must be submitted to the Registrar’s Office at the time of withdrawal.
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.

<table>
<thead>
<tr>
<th>Term Length</th>
<th>Refund Schedule</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>1st – 10th day</td>
<td>100%</td>
</tr>
<tr>
<td>12 – 15 weeks</td>
<td>1st – 8th day</td>
<td>100%</td>
</tr>
<tr>
<td>10-11 weeks</td>
<td>1st – 6th day</td>
<td>100%</td>
</tr>
<tr>
<td>8 – 9 weeks</td>
<td>1st – 4th day</td>
<td>100%</td>
</tr>
<tr>
<td>4 – 7 weeks</td>
<td>1st – 2nd day</td>
<td>100%</td>
</tr>
<tr>
<td>Less than 4 weeks</td>
<td>1st day</td>
<td>100%</td>
</tr>
</tbody>
</table>

College Fees for Central Indiana

**PAYMENT OF FEES**

Students should log on to Campus Connect to view e-bills and account balances. Questions about payment due dates should be directed to the Bursar’s Office at 1-888-IVY-LINE (489-5463).

Students should check online or with the Bursar’s Office for payment due dates. Students will be dropped from courses if payment are not received by the published due dates. There is a one-time course re-instatement process once tuition is paid in full. Original courses are not guaranteed and reinstatement requires faculty signatures. Please contact the Bursar’s Office in person or by phone at 1-888-IVY-LINE (489-5463) for details.

**BOOKS AND MATERIALS**

The cost of textbooks is not included in tuition fees. Some courses require materials to be used in the laboratory portion of the course. These materials can be purchased through
the bookstore.

**PAYING YOUR BILL**
All enrolled students must make arrangements at the time of registration to pay all applicable tuition and fees. Students are not officially registered until payment is made on their accounts or verification of financial aid or other third party sponsorship is received by the Bursar’s Office.

If you are receiving aid from any source please verify that your account is correctly noted prior to the start of each semester.

**Ways to Pay Your Bill**
Ivy Tech Community College Central Indiana accepts cash, personal checks, VISA, MasterCard, Discover, American Express (not accepted online), Company Purchase Order, or Letter of Authorization.

**Where to Pay Your Bill**

*Online by using Campus Connect ([http://cc.ivytech.edu](http://cc.ivytech.edu))*
- Online payment will require a credit card or a bank routing number.
- Full payments or payment plans are available.

*On the phone with a credit card number*
- Call (317) 921-4800.
- Have your student ID and credit card number ready when you phone.

*In person at the Bursar’s Office*
- All payment forms listed above are accepted at the Bursar’s Office.

*By mail*
- Send payment to:
  Bursar’s Office
  Ivy Tech Community College Central Indiana
  50 W. Fall Creek Parkway North Dr.
  Indianapolis, IN 46208-5752
- Include your student ID number on the memo line of your check.

For any billing questions, please call 1-888-IVY-LINE (489-5463).

**PAYMENT PLANS**
Students may choose to set up a payment plan to satisfy all or any part of their tuition and fees not covered by financial aid or scholarships. The tuition payment plan provides a low cost option for budgeting tuition and fees. It is not a loan program. Therefore, students have no debt. There are no interest or finance charges assessed, and there is no credit check. The only cost is a $25.00 per semester non-refundable enrollment fee. Students can choose to make monthly payments directly from a bank account or by credit card.
Establishing a Payment Plan
Select the Payment Plan link in Campus Connect. Ivy Tech has contracted with Nelnet Business Solutions to manage student payment plans. The web link will guide students through the steps.

REFUND POLICY
Students are eligible for fee refunds when they drop courses within the appropriate refund period, with the exception of the late registration fee and the technology fee. See the College Fees section for a refund schedule.

The effective date for calculating the fee refund is the date of written notification on the Change of Enrollment Form. Certain other fees may be refundable. Further details are available from the Bursar’s Office. If students pay with credit cards, refunds will be issued to the credit cards. Due to credit card processing laws, we cannot store the credit card numbers in our computer systems. Students expecting credit card refunds should contact the Bursar’s Office with the credit card number. All other refunds will be issued via Higher One. No cash refunds will be issued.

Cancellation of credit courses by the College will result in a total refund of fees collected for those courses. Federal regulations mandate the treatment of refunds for financial aid recipients. Financial aid funds must be returned to the government when the College charges are paid by financial aid and a refund is given to a student who fully withdraws from the College. Financial aid recipients may request more detailed information from the Financial Aid Office.

LOCATIONS AND HOURS

**Fairbanks Center, F-129, 1-888-IVY-LINE (489-5463)**
Monday – Thursday: 9:00 a.m. - 6:00 p.m.
Friday: 9:00 a.m. - 5:00 p.m.
2nd Saturday: 9:00 a.m. - 2:00 p.m.

**North Meridian Campus, N-127, 1-888-IVY-LINE (489-5463)**
Monday – Thursday: 9:00 a.m. - 6:00 p.m.
Friday: 9:00 a.m. - 5:00 p.m.
2nd Saturday: 9:00 a.m. - 2:00 p.m.
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)](http://www.fafsa.gov) to be considered for any form of financial aid. This form is available online at [http://www.fafsa.gov](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 [http://www.ivytech.edu/financialaid](http://www.ivytech.edu/financialaid).

The following are financial aid programs:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants
- Federal Work Study
- Federal Direct Stafford Loans
- Federal Direct 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
Financial Aid for Central Indiana

RULES THAT GOVERN FINANCIAL AID
The federal government regulates financial aid. The Guide to Federal Student Aid contains current rules and regulations. Go to http://studentaid.ed.gov/students/publications/student_guide/index.html for more information, or contact the U.S. Department of Education at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. Those with hearing impairments can contact the TDD line at 1-800-730-8913.

APPLYING FOR FINANCIAL AID
Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Use the Title IV School Code 009917 for Ivy Tech Community College.

Because deadlines, eligibility requirements, and refund policies vary with different types of student aid programs, interested students are encouraged to file their FAFSA information by March 10th of every calendar year, prior to the desired academic year. In general, the fall semester marks the beginning of the financial aid academic year.

After the College receives your information from the U.S. Department of Education, it will be reviewed in 2-3 weeks. Eligibility for grants, loans, grade level, and satisfactory academic progress will be reviewed. The information is then sent to the College. After the College processes your aid package, your award options will be posted to your Campus Connect account. Any edits required to your FAFSA, or documentation required for receiving awards, will also be posted to your Campus Connect account.

We recommend that you check your Campus Connect account for the latest updates before you visit the Financial Aid office since many questions can be answered on your Campus Connect financial aid page.
VERIFICATION DOCUMENTS
The Department of Education selects approximately 30% of all students who complete a FAFSA for a process called “verification.” Students selected for verification will receive an email to the email addresses they listed on their FAFSA forms with a link to complete a verification worksheet or a letter to direct them to their Campus Connect requirements section. Students (parents for dependent students) are encouraged to use the FAFSA IRS data retrieval tool while filling out their FAFSA. If the data retrieval tool was not utilized, students (and parents for dependent students) must submit IRS tax transcripts.

STUDENT RESPONSIBILITIES
- The financial aid applicant is responsible for obtaining, completing, and filing each academic year the proper financial aid application, statements, forms, etc. on a timely basis. The applicant has the right to seek and receive full information and counsel from the Financial Aid Office in regard to any financial matter. If the family’s financial circumstances change due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant may become eligible for more assistance by completing the appropriate forms. The applicant must notify the Financial Aid Office of these changes.
- Applicants must provide correct information. Purposefully misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code. An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the student submitted an application or financial statement. Applicants are responsible for reading and understanding all forms that they are asked to sign and to keep copies of them. Applicants must accept responsibility for agreements that they sign.
- Prior to receiving student loans, students must complete entrance counseling at www.studentloans.gov. A link is also available in the Financial Aid section on Campus Connect.
- If student loans have been received, students must complete exit counseling through Campus Connect before graduating or withdrawing from the College.

FINANCIAL AID PROCESSING PRIORITY DATES
Priority processing (packaging) will be given to students who submit required documents to the Financial Aid Office by the following dates. Students who submit completed forms by these dates will have their documents reviewed prior to the start of classes and/or the payment drop date.
- July 15 or Fall Semester
- December 1 for Spring Semester
- May 1 for Summer Semester

CLASS ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS
To comply with federal regulations, Ivy Tech Community College is required to monitor whether students are maintaining satisfactory academic progress in their courses of study.
Students receiving financial aid must maintain continuous attendance in their classes because it has an impact on eligibility, the amount of aid awarded, and timeliness of payments. If instructors drop financial aid recipients for non-attendance during the semester, financial aid will be delayed, reduced, or not released.

The financial aid office is also required to verify student attendance in remaining classes before the correct financial aid can be applied to the student’s account. This includes, but is not limited to, the PELL grant, Supplemental Education Opportunity Grant (SEOG), federal work study, and federal Stafford Loan. Non-attendance and/or enrollment in less than six (6) credit hours will cause a student to be ineligible to receive federal loan disbursement.

Satisfactory Academic Progress (SAP) is monitored each semester for the following standards:
- Minimum cumulative GPA of at least 2.0;
- Completion of at least 67% of cumulative attempted hours;
- Completion of degree within 150% of required program hours.

Students can only receive financial aid for up to thirty (30) credit hours of Academic Skills Advancement (ASA) coursework.

CHANGE IN ENROLLMENT STATUS
Students receiving financial aid have certain responsibilities under the Pell Grant, Supplemental Educational Opportunity Grant, College Work Study Program, Stafford and Plus loan, and other aid programs. Applicants must, without exception, report any of the following changes to the Financial Aid Office:
- Withdrawal from school;
- Transfer to another school;
- Dropping below half-time status (less than 6 credit hours);
- Name change;
- Address change or parent’s address change, or;
- Joining military service or Peace Corps.

Students who receive financial aid and then withdraw before the end of the semester and/or fail all of their coursework may have a portion or all of the College refunds returned directly to the applicable aid program account. In some cases, students who withdraw during the refund period and who receive financial aid funds will be required to return all or a portion of the award to the appropriate funding source since the semester was not completed.

FINANCIAL AID REFUNDS
Students who complete an official withdrawal during the 100% drop period or who are dismissed may receive a refund of registration fees in accordance with the refund policy found in the College Fees section of this handbook. The Bursar’s Office will process a refund.

The College retains funds from financial aid to cover tuition, fees, and charges outstanding on a student accounts from the first financial aid disbursement. This could
be in the form of student loans, grants, or other third party payments. Therefore, students will not receive refunds until all fees are satisfied and accounts have a credit balance. For Stafford Loan recipients, the loan funds are typically the first form of financial aid to be disbursed.

FINANCIAL AID APPEAL PROCESS
Upon receipt of the termination notice of future financial aid, a student has the right to appeal. Each student is limited to one appeal. The appeal process is as follows:

1. The student submits the Satisfactory Academic Progress Appeal Form and supporting documentation to the Financial Aid Office.
   - It is important to include additional documentation with an appeal.
   - Additional documentation can include, but is not limited to, supplementary medical documentation, letters with further information and details, and other supporting documents that may assist in understanding the nature of the situation.
2. The Appeals Committee will review and then approve or deny the appeal.
3. The Financial Aid office will notify the student via Ivy Tech e-mail and Campus Connect.

If the student is displeased with the decision, he or she can request a review of the decision which will escalate the appeal one level of review.

LOCATIONS AND HOURS
Fairbanks Campus, F-129, 1-888-489-5463, indy-finaid@ivytech.edu
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

Franklin Campus, Room 102 (Front Desk)
Wednesday: 9:00 a.m. – 4:00 p.m.

Greencastle Campus, G100-A, (765) 653-7410 extension 6061
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

North Meridian Campus, N-115, 1-888-489-5463, indy-finaid@ivytech.edu
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
2nd Saturday: 9:00 a.m. – 2:00 p.m.

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 complete the FAFSA early. 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.
Veteran Services

Ivy Tech Community College Central Indiana is honored to offer services to veterans. If you are a veteran of the United States Armed Forces, please visit the Veterans Affairs Office in room NMC 436 to meet with a VA coordinator.

TYPES OF VETERANS EDUCATIONAL BENEFITS
There are several different categories, or chapters, of veteran’s educational benefits. A brief description of each benefit is provided below along with eligibility requirements as established by the Department of Veterans Affairs. Please remember that eligibility for each of these benefits is determined by the Department of Veterans Affairs, not Ivy Tech Community College. Free information on any of the benefits listed below can be obtained from the Ivy Tech Veteran Services web page.

Chapter 33 Post-9/11 G.I. Bill
The Post-9/11 G.I. Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 G.I. Bill. Ch. 33 will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- Tuition & fees directly to the school not to exceed the maximum in-state tuition & fees at a public institution of higher learning
- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school
- An annual books & supplies stipend of $1,000 paid proportionately based on enrollment
- A one-time rural benefit payment for eligible individuals

This benefit is payable only for training at an institution of higher learning (IHL).

Chapter 30 Montgomery G.I. Bill
This bill provides up to 36 months of educational benefits. Generally, benefits are payable for ten years following the veteran’s release from active duty. Veterans must meet the following criteria in order to receive Chapter 30 benefits: entered active duty after July 1, 1985 and contributed $100 a month during the first year of service to the Montgomery G.I. Bill, served a minimum of two years and earned a high school diploma or its equivalent, prior to or during the qualifying enlistment, received an honorable discharge.

Chapter 1606 Montgomery G.I. Bill Selected Reserve/National Guard
This bill provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted, or extended their enlistments for a period of 6 years after July 1, 1985.

Chapter 1607 Reserve Educational Assistance Program (REAP)
this program provides up to 36 months of educational benefits. Chapter 1607 (REAP) is a new benefit providing educational assistance to members of the reserve components – Selected Reserve and Individual Ready Reserve – who are called or ordered to active service in response to a war or national emergency as declared by the President or
Congress. Eligibility will be determined by the Department of Defense or Department of Homeland Security. Generally, a member of a reserve component who serves on active duty on or after September 11, 2001 under title 10, U.S.C., for at least 90 consecutive days under a contingency operation is eligible for REAP. Note: “Contingency operation” means the current Iraq or Afghanistan operations and may include other operations.

Chapter 35 Dependents or Spouse of 100% Disabled or Deceased Veterans (Service Connected)
This program provides benefits for dependents and spouses of veterans who died or are 100% disabled due to service-connected causes.

Chapter 31 Vocational Rehabilitation
To qualify for this benefit the service member must have a service-connected disability. For more information regarding this benefit and the application process, contact the U.S. Department of Veteran Affairs at 1-800-827-1000 or http://www.va.gov.

Transfer of Entitlement (TEB)
This program allows veterans to transfer their education benefits to eligible family members through the Department of Defense. Spouses can use this benefit up to 15 years after the member separates/retires; children can use until their 26th birthday. This works like Chapter 33 in that tuition funds will be sent directly from the VA to the school. Children using transferred benefits will receive the monthly stipend and the books and supplies stipend. Spouses using transferred benefits will only receive the monthly living stipend and the books and supplies stipend if they use the benefits after the veteran separates from active duty.

FIRST-TIME STUDENTS
To apply for any of the veterans benefits listed above, you must complete the appropriate application, as listed. The online VA Forms Search Tool is found at http://www.va.gov/vaforms.

- Chapter 30, Chapter 33, Chapter 1606, or Chapter 1607 – VA Form 22-1990
- Chapter 35 – VA Form 22-5490
- Chapter 33 (TEB) – http://milconnect.dmdc.mil (request for transfer) and VA Form 22-1990e

All Education and Training application forms can be completed online at www.gibill.va.gov. Once the application is completed please make a copy of your application to give to the Ivy Tech Veterans Affairs office until you receive a Certificate of Eligibility from the VA. Please be aware that you may only use one veterans benefit at a time. For instance, if a veteran has eligibility under both the Chapter 30 and Chapter 1606 programs, the veteran would have to choose which program he or she wanted to use. Veterans who have questions regarding which benefit should be used first should contact the Department of Veterans Affairs at 1-888-442-4551 and speak to an Education Case Manager. Official Military Transcripts will also need to be submitted by your third semester, as you may receive college credit for prior training. Request to send an official copy of your military transcripts to Ivy Tech Community College, 50 W. Fall Creek Pkwy. N. Dr., Indianapolis, IN 46208. To obtain a copy of your military transcript:

- For ARMY personnel: http://aarts.army.mil
- For NAVY and MARINE personnel: http://smart.navy.mil
• For AIR FORCE and COAST GUARD: Your services do not currently participate in the transcript program. Please contact your Air Force or Coast Guard education service officer for more information about transfer credits and civilian career equivalents.

Failure to submit your military transcript may result in VA benefits being stopped until the transcript is received.

TRANSFER STUDENTS
Veterans who are currently receiving educational benefits at another post-secondary institution must complete a VA 22-1995 Change of Program form in order to use those benefits at Ivy Tech Community College Central Indiana. This Change of Program form can be completed online at www.gibill.va.gov.

Also, the Department of Veterans Affairs requires that an academic credit evaluation be completed for any student who previously attended another college. This means that all college transcripts and/or course descriptions, as needed, must be submitted to the Registrar. Please be aware that failure to provide college transcripts and/or course descriptions will cause a serious delay in processing, as the enrollment certification cannot be submitted without reporting prior academic credit.

RECEIVING YOUR BENEFITS
To receive VA Educational Benefits at Ivy Tech Community College please follow these steps:

1. You must be admitted to the College.
2. If you have a MGIB Kicker you will need to provide a copy of the Kicker contract or mail a copy to the VA Regional Office, PO Box 66830, St. Louis, MO, 63166-6830.
3. Submit a copy of your high school transcripts to the Ivy Tech Veterans Affairs Office. Although the college Admissions Office no longer requires a copy of a high school transcript to be on file, the United States Department of Veterans Affairs does have this requirement.
4. Register for classes. You must be registered before your paperwork will be processed by the VA Office.
5. Fill out an Application for Benefits (form 22-1990 for veterans or 22-5490 for dependents and spouse) which can be completed on line at www.gibill.va.gov. Students must know their eligibility entitlement. Questions on the entitlement should be directed to (888) 442-4551.
6. Notify the Veterans Affairs Office once these steps are completed using the Veteran Request for Enrollment Certification form (which must be submitted every semester along with a class schedule). Under “conserving entitlement,” a student cannot opt out of benefits for a term and must be certified if a returning student, in accordance with 38 CFR 21.4203.

The College will submit paperwork for Chapters 30, 33, 1606, 1607, 32, 35, Sec 903 to the VA Regional Office in St. Louis and chapter 31 to the VA Regional Office in Indianapolis. The VA generally takes 10-12 weeks to process the paperwork. You will receive notification of your award at your home address.

All payments are direct deposit with the exception of Chapter 35 recipients. To set up
direct deposit, call (877) 838-2778. You will need to provide your checking account routing number (check with your bank or credit union).

You must inform the Ivy Tech Veterans Affairs Office about any changes in your enrollment or of your address. You must also notify the Regional Processing Office in St. Louis of any change of address as they cannot accept this from the College. That request can be done online at https://www.gibill.va.gov/wave/index.do or by telephone at (888) 442-4551.

PAYMENT ARRANGEMENTS
Veterans are responsible for payment of their tuition and fees to the Bursar’s Office by the semester payment deadlines. Chapter 33 and 31 students are required to submit a Veterans Request for Enrollment Certification form that indicates they are using Chapter 33 or 31 in order to have their classes held while the college awaits payment from the VA.

This is required each semester so that VA Payments are linked to student billing accounts.

MONTHLY VERIFICATION OF ATTENDANCE
All students receiving veteran benefits, with the exception of Chapter 35 and Chapter 33, must verify their attendance each month. Students may verify their attendance electronically at www.gibill.va.gov or by telephone at (877) 823-2378. If a student’s enrollment status has changed, he or she must verify his or her attendance electronically. Failure to verify attendance each month will cause a delay in receiving monthly checks. The VA will not process checks until attendance verification is received.

ACADEMIC PROGRAM PROGRESS
The Veterans Administration will only pay for courses that are required for a student’s program of study. You may enroll in courses that are not required for your program; however, you will not be certified for these courses and therefore, will not receive payment from the VA. For example, if a student is in the Computer Information Technology (CINT) program and wants to take a Medical Terminology class, he or she would be able to register for the course, but would not be eligible to receive VA benefits for the course since it is not a required course in his or her program of study.

REPEATING COURSES
As a general rule, the VA will not pay for the repetition of any class that a student has already satisfactorily completed. As an example, if a student took a Business Law class and received a "D" grade, he or she may not use his or her VA benefits to repeat this course, as a passing grade was earned and credit was given to the student for the course. The exception to this rule occurs when a specific letter grade is required for course completion within a program and a student’s grade falls below that requirement. For instance, there are some Medical Assistant and Nursing classes that require students to complete the class with a "C" grade or better. If a student does not complete the class with a "C", he or she can use his or her VA benefits to repeat the course; however, there is a limit to the number of times that a course may be repeated. Please see Failing Courses for more details.
FAILING COURSES
The Veterans Administration will pay only once for the repetition of a failed course or a course that fell below the specific grade requirement. As an example, if a student takes English Composition and fails the course, he or she could be re-certified for that course and receive his or her VA benefits. However, if the student fails the course again, he or she could not be certified for a third time for that course. As a result, the course could be taken again, but the student’s enrollment in English Composition class would not be included in the student’s total number of credit hours that is reported to the VA for that semester.

Any time a student fails a course, his or her last date of attendance in that course must be reported to the Veterans Administration. The instructor's grade and attendance roster are used to establish the student's last date of attendance. Once the last date of attendance is reported to the VA they will determine whether or not the student earned the "F" or if the student stopped attending classes.

UNOFFICIAL WITHDRAWALS
If a student receives failing grades in all of his or her courses for the semester, the student is considered to be an unofficial withdrawal by the VA. The instructors’ attendance and grade rosters are reviewed to determine the student’s last date of attendance. Once the last date of attendance is verified, it must be reported to the Veterans Administration. The VA will then determine if the student earned the "F" or if he or she just stopped attending class(es).

The student’s last date of attendance is also used to calculate how much money the student is actually entitled to. VA educational benefits are to be used for school-related expenses; expenses that are not incurred if the student’s schooling is discontinued. For this reason, it is very important that students complete a Change of Enrollment Form (drop/add form) if they plan on dropping out of school so that they may be formally withdrawn from their classes. The formal withdrawal from school allows the student to receive "W’s" instead of "F’s" for the classes and prevents a potential overpayment with the VA.

HELPFUL WEBSITES
For general questions and answers on Veterans’ benefits, visit these sites:

- Veterans Benefits Administration: www.benefits.va.gov/benefits/
- The GI Bill: www.gibill.va.gov
- Indiana Department of Veterans Affairs: www.in.gov/dva
- Vocational Rehabilitation: www.vba.va.gov/bln/vre/index.htm

CONTACT INFORMATION
For additional information please contact the Veterans Affairs Office at GIBill@lists.ivytech.edu or (317) 916-7869.

LOCATION AND HOURS

North Meridian Center, NMC 101, (317) 916-7869
Monday – Friday: 8:00 a.m. – 5:00 p.m.
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 Academic Support and Operation 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.

LOCATION AND HOURS

**Fairbanks Campus, F-123, (317) 916-7869**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
2nd Saturday: 9:00 a.m. – 2:00 p.m.

**Franklin Campus**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.

**Greencastle Campus, G100-A, (765) 653-7410 extension 6061**
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

**Hamilton County Campus**
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

**North Meridian Campus, NMC 428, (317) 916-7869**
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>2nd Saturday</td>
<td>9:00 a.m. – 2:00 p.m.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failure, Student ceased attendance</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>----</td>
<td>--------------</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>V</td>
<td>Verified Competency</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

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 star 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:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credits per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time student</td>
<td>12 or more credits per semester</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 credits per semester</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8 credits per semester</td>
</tr>
<tr>
<td>Less than 1/2 time</td>
<td>1-5 credits per semester</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Financial Aid</th>
<th>All Other Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 credits</td>
<td>4-5 credits</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Less than 1/2 time</td>
<td>1-5 credits</td>
<td>1-2 credits</td>
</tr>
</tbody>
</table>

**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 via Campus Connect, which lists all coursework attempted at Ivy Tech. Unofficial transcripts are available on Campus Connect.

PRIOR COURSEWORK
Students wishing to transfer in technical courses that fulfill program requirements (non-elective courses) may be asked to demonstrate competency if the transfer coursework is outdated.

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

Students' progress will be evaluated at the end of every term. The evaluation conducted every term places the student into one of the following statuses.

• Good - Students who meet the standards are in good standing and are financial aid eligible.
• Warning - When students fail to meet one of the standards, they are placed into warning status, and are given one term in which to progress and meet the standards necessary for good standing. Students in warning status remain eligible for financial aid for one semester.
• Terminated – When students in warning status fail to meet the standards required for good standing, they fall into terminated status and are no longer eligible for financial aid. Terminated students may file an appeal. The result of the appeals process places students into one of three statuses, probation, academic restriction, or academic dismissal. Individuals whose appeal is denied for financial aid reasons may continue to enroll as a self-paying student with an appeal approved for Academic Restriction.
• Probation – Based upon the outcome of the SAP appeal, students may be placed on Probation. Probationary students may continue to be eligible to receive financial aid, but are subject to interventions designed to support academic progress.
• Academic Restriction – Based upon the outcome of the SAP appeal, students may be placed on Academic Restriction. Students placed on Academic Restriction are not eligible for financial aid, but are allowed to reenroll and self-pay. Students on Academic Restriction are subject to interventions designed to support academic progress.
• Academic Dismissal – Based upon the outcome of the SAP appeal, students may be academically dismissed from the College. Further, students in Academic Restriction status who fail to make progress toward good standing may also be academically dismissed. Academic Dismissal is for a minimum of one semester during which time the student is not allowed to enroll. Upon returning from academic dismissal, the student reenters under the Academic Restriction status and remains ineligible to receive financial aid, but may continue as a self-pay student.

Students on Probation/Appeal Approved status must:
• Complete all courses enrolled for the term,
• Obtain a “C” or better in all courses for the term,
• Comply with their Academic Completion Plan (ACP), and
• Comply with all other conditions of their approved appeal, including one mandated intervention to support academic progress.

Students on Academic Restriction status must:
• Meet with academic advisor to reevaluate appropriate program of study and create or update an Academic Completion Plan (ACP) to support academic progress.

Advisors will determine an appropriate credit load. Students on academic restriction normally take a reduced load not to exceed six hours and will be encouraged to repeat failed classes.

Standard of progress status applies to students regardless of the campus in which students are enrolled. Appeals applications are initiated and reviewed at the student's home campus.

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.

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 ACCUPLACER® assessment 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, Associate of General Studies 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, an Associate of General Studies 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. Meet the residency requirement by completion of at least 15 degree credits as a regular student of Ivy Tech and not through test-out or other means of advanced placement.
   a. in the case of a Certificate requiring less than 30 credits for completion, at least 50% of the required credits must be earned as a regular student in the chosen program of study and not awarded through transfer, test-out, or other means.
5. Satisfy program accreditation standards that may have additional requirements
6. Satisfy financial obligations in order to receive a transcript or diploma; if financial obligations are not satisfied, degrees will be conferred, but no transcript or diploma will be provided until those financial obligations are satisfied.

Graduation for Central Indiana

APPLYING FOR GRADUATION
Any student planning to complete graduation requirements during an academic year (fall, spring, summer) should complete the Graduation Request either online or on paper. After the degree is certified by the Registrar’s Office and Academic Affairs, diplomas will be ordered for those students who have successfully completed their requirements.

COMMENCEMENT EXERCISES
Graduating students who wish to participate in commencement exercises should indicate this on their Graduation Request forms.

Fall anticipated graduates will attend the Winter Commencement Ceremony. For those desiring to participate in Winter Commencement, the application must be submitted by November 1 for the graduate's name to appear in the Commencement program.

Spring- and summer-anticipated graduates will attend the Spring Commencement Ceremony. For those desiring to participate in Commencement, the application must be submitted by March 1 for the graduate's name to appear in the Commencement program.

Information about the Commencement Ceremony is available online at www.ivytech.edu/graduation.

Graduation regalia, printed announcements, and a full range of graduation and commencement items are available in the Follett Bookstore or online at http://www.ivytech.bkstr.com.
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.

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, program availability, 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 their 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” 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 HireIvy, which can be accessed through the College's website (http://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 HireIvy. Employers who register with the Office of Career Services are granted access to HireIvy 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. Go to http://www.ivytech.edu/bookstore/what-books-do-i-
Student Support Services for Central Indiana

ACADEMIC ADVISING
Meetings with advisors in the Academic Advising Center are confidential and are designed to provide students with information needed for successful academic careers. Students may also meet with a faculty advisor within their majors by contacting the appropriate faculty members.

Services in the Academic Advising Center
- First year academic advising
- Clarification of academic policies and procedures
- Referral to support resources within the College

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. For more information regarding disability support services, visit: http://www.ivytech.edu/dss.
Locations and Hours

**Fairbanks Center, F-139, (317) 917-5955**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

**Franklin Campus, Rm. 104**
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

**Greencastle Campus, G-100, (765)653-7410**
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

**Hamilton County Campus (Noblesville), H-127, (317) 921-4300**
Monday – Friday: 9:00 a.m. – 5:00 p.m. by appointment
Saturday: Closed

**North Meridian Campus, T-131, (317) 917-5715**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
2nd Saturday: 9:00 a.m. – 2:00 p.m.

**Satellite Centers**
Academic advisors maintain rotating hours at various centers and locations in the Central Indiana region. Please contact the site director or coordinator at your community campus location for advising hours.

**ALUMNI ASSOCIATION**
The Alumni Association maintains enduring and positive relationships with graduates through a variety of activities, services, and communications. It is the link between the College and former Ivy Tech students.

Some of our programs are:
- Homecoming – an opportunity to reunite with classmates and to catch up on current events at the college.
- The Alumni Achievement Award – a program to recognize graduates who have made impacts in their work and/or communities.
- Graduation Fair – a way to support graduates in their journey to degree completion and to begin networking opportunities with other alumni.

**Locations and Hours**

**North Meridian Campus, N-275**
Visit the Alumni Website at www.ivytech.edu/alumni for more information.

**BOWEN SCHOLARS PROGRAM**
Robert L. Bowen, Founder and CEO of Bowen Engineering, together with his wife Terry,
have a deep commitment to the African-American community of Marion County and the surrounding area. The Bowens believe that given an opportunity, a person can increase his or her earning potential, improve self-esteem, and set an example for future generations.

**Application Qualifications:**
- African-Americans who attend Ivy Tech Community College Central Indiana and who have completed 6 college-level credits
- U.S. citizens (permanent residents and green card holders do not qualify)
- Completed FAFSA for academic year of enrollment
- Good standing with the Financial Aid office
- Submitted all application checklist items (see checklist below)

**Application Checklist:**
- Completed application
- High school transcript or GED scores
- ESSAY QUESTIONS: Please discuss on 1 typed page: Why do you want to be a Bowen Scholar? Why did you choose your career path and how will your degree help you after graduation?
- 1-2 reference letters
- Submit all checklist items above to the Bowen Scholars office NMC 511 no later than April 1st to be considered for fall scholarship award or November 1st for spring scholarship award. Selected candidates will be invited to interview for the scholarship. Call 921-4617 with any questions.

**Application deadlines:**
- April 1st for the Fall semester
- November 1st for the Spring semester

The Bowen Scholars office at Ivy Tech Community College is open approximately 50 hours per week and provides academic advising, personal life coaching, monthly student meetings, and opportunities for networking with peers, faculty and staff, and linkages to community resources. Service activities are planned by Bowen Scholars. Several social activities are planned throughout the year and culminate with an annual reception in May. Financial support is contingent upon student program participation.

Primary contact person is Cheri Bush, Program Manager, cbush15@ivytech.edu, (317) 921-4672.

**CAREER SERVICES**

**Career Services** staff strive to meet the professional and career development needs of our students and graduates while serving the employment needs of our employer partners. We provide employers opportunities for free job listings and recruitment. Follow the Career Services link in Campus Connect to visit our web page.

**Career Advising**

Receive help in choosing careers that are best for you and college majors that help you achieve your career goals. Our career assessment process will help to identify interests, skills, personality variables, and values that lead to effective career decisions. Studies
show that students who go through effective career advising usually have higher GPAs and graduate from college faster. Let us help you! Call (317) 921-4881 to schedule an appointment.

**Resume Preparation and Interview Skills**
Develop techniques for creating an effective resume and cover letter, or have your current resume critiqued by employment advisors. Get interview tips, learn about proper dress and etiquette, and prepare for your next interview through mock interviews. We can also provide information about organizations that may help you obtain a free interview outfit.

**Internships**
Most employers will expect you to have work experience in your career industry. Don’t have experience yet? Don’t fret. An internship provides a great opportunity to apply your knowledge, gain experience, develop a network, and build your resume. Many employers offer pay and stipends for interns to offset student costs. Our staff can help you with identifying current internship opportunities.

**HireIvy Online Job Board**
Reduce the amount of time it takes to find a part- or full-time job, internship, or volunteer work by using HireIvy, our online job and internship board. HireIvy can match your qualifications to current job openings. Upload your resume and cover letter directly to positions you are interested in. You can also make your resume viewable to employers seeking Ivy Tech students and alumni. Get started by going to https://ivytech-csm.symplicity.com.

**Work Study**
Based on financial qualifications, work study students are paid to work in various departments around campus.

Visit Career Services to determine if you qualify. You will complete an online application, submit your resume, and practice your interviewing skills. Financial Aid will review all work study applications to determine eligibility. Learn more about getting started by going to bit.ly/fwschecklist.

**Location and Contact Information**

*Fairbanks Campus, F-103, (317) 921-1523*
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

*Franklin Campus, Rm. 104, (317) 916-6306*
*Walk-ins and appointments with Becky Allen welcomed within these time frames:*
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

*Greencastle Campus, G100, (765) 653-7410*
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

**Hamilton County Campus, Rm. 119, (317) 921-4881**
Monday – Friday: By appointment

**North Meridian Campus, T221, (317) 921-4881**
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
2nd Saturday: 9:00 a.m. – 2:00 p.m.

Web site: [http://www.ivytech.edu/career-development/index.html](http://www.ivytech.edu/career-development/index.html)

**COLLEGE BOOKSTORE**
Visit the Follett Bookstore to purchase and/or rent new, used, and digital textbooks and to buy class supplies. Also, put the bookstore on your shopping list for general reference books, apparel, novelties, and other items.

**Online Bookstore**
In addition to your local campus bookstore, students may purchase and rent textbooks online at [www.ivytech.bkstr.com](http://www.ivytech.bkstr.com).

**Methods of Payment Accepted by the Bookstore**
Cash, personal checks with I.D., VISA, MasterCard, American Express, and Discover are accepted. Financial aid may be used as a form of payment during specific dates as posted. Bookstore gift cards are also accepted.

**Returns, Exchanges, and Refunds**
Students may return or exchange new and used textbooks in their original conditions, course material supplies, and unopened textbook packages with the original receipts within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer term. Textbooks purchased from the Online Bookstore may be returned or exchanged within ten (10) business days after the date of purchase for courses that are not summer intensive and five (5) business days after the date of purchase for courses that are summer intensive. Textbooks purchased during the last week of classes or during exams may be sold back to Follett under the book buyback policy.

Non-textbook items may be refunded or exchanged in their original conditions and packaging within 30 days of a sale with the original receipt. Apparel must be unworn and have original tags attached. Laptops and student-priced software are non-returnable, and purchases are limited due to license agreements.

**Textbook Buyback**
The bookstore offers year-round buyback of textbooks. Visit the bookstore for more information.

**Commencement Supplies**
Commencement gowns, caps, hoods, tassels and honors regalia are available in the fall.
and spring semesters. Specific dates and times will be posted each fall and spring.

Locations and Hours

**North Meridian Campus, T-102, (317) 921-4793**
- Monday – Thursday: 8:00 a.m. – 6:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- 2nd Saturday (except holiday weekends): 9:00 a.m. – 2:00 p.m.

**Fairbanks Campus, F-141, (317) 921-4693**
- Monday - Thursday: 8:00 a.m. – 6:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

**Greencastle Campus**
- Monday - Thursday: 8:00 a.m. – 6:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.

The bookstores will be open with extended hours at the beginning of each semester.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

**CLEP** exams are taken to earn college credit for information that you already know. Upon successful completion, you can earn three to six college credits in a variety of subject areas. CLEP exams will allow you to skip general introductory courses and move to advanced courses.

CLEP offers 36 examinations in the following areas:
- Composition and Literature
- Science and Mathematics
- Foreign Languages
- History and Social Science
- Business

**CLEP Registration**
To register for and purchase a CLEP exam, candidate needs to go to the College Board at [https://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount) and fill out necessary information online. They will be issued a ticket from CLEP which needs to be brought to their appointment. CLEP exams are offered by appointment only at Ivy Tech Fairbanks Center. To schedule an appointment at Ivy Tech, candidate goes to [www.ivytech.edu/schedulenow](http://www.ivytech.edu/schedulenow) to create an account and request an appointment. Most exams are 90 minutes. Please plan on the entire test session lasting for 2 hours. Only one exam may be given per test session. One acceptable form of photo identification with signature must be presented to the Testing Center staff upon entrance to the Certification Center on the day of testing.

**CLEP Fees**
The CLEP exam is $80, paid directly to CLEP thru their CLEP account at [https://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount). Prior to requesting an appointment at [www.ivytech.edu/schedulenow](http://www.ivytech.edu/schedulenow), candidates must pay a proctor fee of $20, by contacting
the Bursar’s Office, at 317-921-4800. This proctor fee is non-refundable and non-transferable.

**CLEP Testing Locations**  
_Ivy Tech Fairbanks Center (Lawrence) Workforce Certification by appointment at (317) 917-5991_

**Recommendations for students preparing to take a CLEP exam**

- Review the exam description on the College Board Web site, [www.collegeboard.com/clep](http://www.collegeboard.com/clep), or in the *CLEP Official Study Guide* (available online or in many public libraries).
- Review textbooks and other resource materials used in comparable college courses. Public libraries and college bookstores may have CLEP preparation materials.
- Review the outline of “Knowledge and Skills required” for the exam. Outlines are available in the official study guide and for each exam in the individual subject study guides.
- Ask a faculty member about materials used in the equivalent Ivy Tech course. Compare these to the CLEP content.
- Become familiar with the topics and terminology in the course syllabus, the textbook, or other resources.
- Match and review the table of contents of textbooks to be certain that areas of study match exam content.
- Review and follow recommendations in the “Preparing to Take CLEP Examinations” and “Taking the Examinations” sections in the *CLEP Official Study Guide* or individual study guides.
- Answer the sample questions in the *CLEP Official Study Guide* or individual guides and use the answer key to determine the number of correct responses and readiness to take the exam.
- Become familiar with the computer-based format of CLEP exams. The *CLEP Sampler* included in the *CLEP Official Study Guide* and on the CLEP web site can help.

**DISABILITY SUPPORT SERVICES (DSS)**

Students with documented disabilities seeking support or accommodations should complete a *Disability Accommodation Request Form* and make an appointment with a DSS counselor. Students may call (317) 921-4982 or e-mail r8-dss@lists.ivytech.edu for an appointment.

**Services Available**

_Disability Support Services_ seeks to enhance access to Ivy Tech Community College Central Indiana programs, as well as to support completion of an educational goal. To this end, counselors support students with disabilities in many ways, including but not limited to:

- Assistance in navigating the college entrance process
- Orientation to the college and support services
- Advice about scheduling & registration
Legal Protections
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) require that academic adjustments or reasonable accommodations be made available to eliminate discrimination based on disability. Things to keep in mind about these laws:

- Accommodations are determined based on the impact of a student's disability on his or her functioning, both academic and otherwise. These determinations are made on an individual basis after careful review of the student's request and the documentation provided.
- While academic adjustments may be necessary to accommodate a student's needs, faculty and staff will avoid significantly altering the fundamental nature of a course, service, program, or activity to meet a disability request.
- Accommodation requests may be made based on the presence of any condition that "substantially limits one or more major life activities."
  - Neither the ADA nor Section 504 identifies specific disabilities protected under the law, but protected conditions may include Attention Deficit Disorder (ADD), Learning Disabilities, Psychiatric Disabilities, Visual and Hearing Impairments, and other conditions.

Definition
Disability is defined as a physical or mental impairment that substantially limits one or more life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Admission and Assessment of Prospective Students
Individuals who desire accommodations for any part of the college admission and assessment process must contact the Disability Support Services office directly. DSS personnel will determine necessary accommodations. Individuals with disabilities are expected to follow the established admissions requirements, including those for the placement assessment.

After completing the college’s admission application, and prior to completing the placement assessment, students desiring accommodations for the assessment should provide proper documentation to DSS. The DSS office will determine appropriate accommodations and notify the Testing Center. The college has established guidelines for assessment placement, including the number of times that students may re-take the assessment during a particular time period. All policies regarding the college’s assessment process will be applied to all students, regardless of ability.

Individuals who are successfully admitted to Ivy Tech and receive appropriate assessment placement scores, may request accommodations as a student. Newly admitted
or returning students seeking accommodations should contact the Office of Disability Support Services on the campus where they will be attending. Students enrolled in courses taught using the distance learning platform should contact the DSS office on their local campus. Students requesting accommodations should follow the general guidelines described below.

Applying for Services
In order to receive disability-related accommodations and/or services from Ivy Tech Community College, a student is required to submit documents of a diagnosed disability to support eligibility. Documentation of disability assists the DSS staff, in collaboration with the student, to determine reasonable accommodations and/or services which are provided on a case-by-case basis. If the submitted documentation is incomplete or does not support the request for accommodations and/or services, the student may be asked to provide additional documentation. An Individualized Education Plan, 504 Plan, or Summary of Performance from a secondary school may not be sufficient documentation if they do not include supporting information (e.g., test score, test date, etc.). The student is responsible for the cost of obtaining documentation.

Guidelines for applying:
1. Individuals should contact Disability Support Services to schedule a face-to-face appointment at least 30 days in advance of their admissions and assessment appointments. Additionally, individuals who require interpretive services should make their requests at least 30 days in advance of their admission and assessment appointments to ensure accommodation. Requests for interpreting services made less than 30 days in advance cannot be guaranteed.
2. Individuals are to complete the DSS intake form and meet with DSS staff to discuss the College’s accommodation process and documentation guidelines.
3. Individuals should provide their physician, psychologist, psychiatrist, etc. with Ivy Tech’s guidelines for accommodations and documentation. DSS may give forms to students that must be completed by these credentialed providers.
4. Once appropriate documentation has been completed, it should be submitted to the Office of Disability Support Services (hand delivered or via mail service in a sealed envelope) at least 30 days in advance of the requested accommodation. Individuals who require interpretive services should make requests at least 30 days in advance to ensure accommodation. Requests for interpretive services made less than 30 days in advance cannot be guaranteed.
5. After documentation is reviewed by DSS staff, students will be notified via their Ivy Tech email accounts regarding the status of their accommodation requests. Non-Ivy Tech email accounts will not be used for this purpose. In the event that email accounts have not been created, letters will be sent through the U.S. Postal Service to students’ home addresses as listed on the application for admission. In either case, only information about the status of their requests for accommodations and the type of accommodations will appear in the communications with students. Under no circumstance will conditions or diagnoses be listed or described in the communications.

For an application for services, examples of the documentation you may need, and other forms, go to www.ivytech.edu/dss.
Accommodations and Classroom Support
To reduce the impact of a disability on academic functioning, students may receive accommodations appropriate to their disabilities, such as:

- Testing accommodations (testing in a distraction-reduced environment, extra time, etc.)
- Visual aids (magnifying software, enlarged print textbook editions, CCTV, etc.)
- Auditory aids (screen reading software, books on tape, etc.)
- Note taking assistance
- Interpreter services for those who are deaf or hearing impaired

Locations and Hours*

**Fairbanks Campus, F-150, (317) 921-4982**
[Email]
Alternating Wednesdays: 9:00 a.m. – 12:00 p.m. by appointment

**Franklin Campus, Room 104**
[Email]
Alternating Tuesdays: 9:00 a.m. – 12:00 p.m. by appointment

**Greencastle Campus, G100-B, (765) 653-7410 extension 6062**
[Email]
Monday – Friday: 8:00 a.m. – 5:00 p.m. by appointment
Saturday: Closed

**Hamilton County Campus (Noblesville), H-127, (317) 921-4300**
Monday – Friday: By appointment
Saturday: Closed

**North Meridian Campus, N-143, (317) 921-4982**, [Email]
Monday – Thursday: 9:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.

*Hours may vary during fall, spring and holiday breaks.

**EARLY RESOURCE CONNECTIONS CENTER**
The Early Connections Resource Center helps individuals reach greater financial stability through education and asset building. Students with an interest in financial education, money management, income growth, and/or debt relief are encouraged to explore our services.

Services include:

- Income support: Community referrals and network assistance with housing, transportation, child care, health care, and more.
- Financial support: Workshops and individual coaching in budgeting your
money, managing debt, and building credit.

- Employment support: Help in preparing for a professional job search.

**Locations and Hours**

*North Meridian Center, N 436, (317) 916-7968*

- Monday – Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: Closed

Evening hours may be available on a limited basis and with prior arrangement.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

The purpose of these classes is to provide academic preparation for individuals who have limited English language proficiency. ESOL classes are offered at the beginning, intermediate, and advanced competency levels in the following skill areas: Reading, Writing, Listening & Speaking, and Grammar. Classes are eight and 16 weeks in length and meet three or six hours per week.

Enrollment in ESOL classes will be determined by placement testing. ESOL tests are offered each semester for students wanting to enroll the following semester.

For questions about admission to the ESOL Program and to schedule an ESOL placement test, contact ESOL Advisor, Deb Bhagwandin, at (317) 921-4920 or dbhagwan@ivytech.edu.

For more information about the ESOL Program, contact the ESOL Program Coordinator, Jeff Burnham, at (317) 921-4811 or jburnham@ivytech.edu.

**EXPRESS ENROLLMENT CENTER**

The Express Enrollment Center provides a central location for all students to navigate the admissions, registration, and financial aid process. The EEC also assists student in navigating campus connect, the gateway to all student communication channels.

**Locations and Hours**

*Franklin Campus, Room 104*

- Monday – Friday: 9:00 a.m. – 6:00 p.m.
- Saturday: 9:00 a.m. – 2:00 p.m.

*Greencastle Campus, G100*

- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

*Hamilton County Campus, Room 115*

- Monday – Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: Closed

*North Meridian Campus, N-100*

- Monday – Thursday: 8:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
LIBRARY
The libraries offer a wide range of resources and services to support Ivy Tech students and curriculum. Numerous print sources, including books, textbooks, newspapers, and journals, are available for check-out. The library website provides access to the library catalog, full-text e-books, encyclopedias, journals, newspapers, videos, and tutorials 24 hours a day, 7 days a week via Campus Connect and Blackboard links.

Library Privileges and Rules
An Ivy Tech Student ID is required to check out library materials. Using the library is a privilege. It is a quiet study area intended for individuals seeking a place to do research, study, and write papers, so courteous behavior is important. Those who exhibit inappropriate behavior will be asked to leave for the benefit of others. Continued abuse of the rules may result in an extended or permanent ban of library privileges.

Please observe the following rules when in the library:
- A picture ID with proof of age or a valid Ivy Tech library card is required at all times.
- Disruptive behavior and loud conversations are not appropriate.
- Talk only in a low voice.
- Only drinks with screw on lids are allowed.
- Only pre-packaged snacks are allowed at study carrels and tables. Food is not allowed at computers.
- Cell phones should be turned off or put on vibrate. Hold cell phone conversations only in designated cell phone areas.
- Children at least 15 years of age may use the Ivy Tech Libraries unsupervised.

Library Computer Use Policy
Because demand is high for the limited number of library computers, the following usage rules apply:
- All library computers are to be used primarily for course-related work.
- Students using the computers for other purposes will be asked to give up their computer if others need it for course-related work.
- Students may not use the library classroom when classes are in session there.
- Student work cannot be saved to library computers. Bring flash drives to save your work.

Web Portal
Connect to the library website through the library tab on Campus Connect: http://cc.ivytech.edu or through the Library tab on Blackboard.

Locations and Hours:
Fairbanks Campus, F 124
Monday - Thursday: 8:00 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

**Greencastle Campus, G102**

Monday – Wednesday: 8:00 a.m. – 7:00 p.m.
Thursday: 8:00 a.m. – 5:00 p.m.
Friday: 8:00 a.m. – 12:00 p.m.
Saturday: Closed

**North Meridian Campus, LRC 110**

Monday – Thursday: 8:00 a.m. – 9:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 3:00 p.m.
Sunday: 3:00 p.m. – 10:00 p.m.

Semester breaks at the North Meridian and Fairbanks campuses
Monday – Friday: 8:00 a.m. – 5:00 p.m. (unless otherwise posted)

**NINA MASON PULLIAM LEGACY SCHOLARS PROGRAM**

This scholarship program was created with funding from the Nina Mason Pulliam Charitable Trust in tribute to the life and values of Nina Pulliam (1906-1997) who was a journalist, business leader, humanitarian, and lover of all creatures.

The program is available to individuals who meet at least one of the following criteria:

- Incoming freshmen ages 18-25 who have been raised through the child welfare system and have no form of financial support
- College-age youth and adults with physical disabilities
- Adults who are 25 years or older who have dependents in their family units

The [Nina Scholars](#) office is open approximately 50 hours per week and provides academic advising, personal life coaching, study skills instruction, one-on-one tutoring in math and English, one-on-one mentoring, connections to community resources, and opportunities for networking with peers, faculty and staff.

**Nina Mason Pulliam Legacy Scholarships** are awarded to six students – Nina Scholars – each year. Scholarships include variable financial support toward the cost of attendance for up to 4 years, books, and a living stipend. Nina Scholars remain eligible by maintaining a minimum GPA of 2.5 in their first year and 2.75 in subsequent years, AND earning 18 credit hours per school year. In addition, Nina Scholars are expected to attend monthly one-hour scholar meetings and complete at least two service learning activities per year. Social and cultural activities are planned throughout the year and culminate in an end-of-the-year celebration in May.

Contact Cheri Bush, Nina Scholars Program Manager, at (317) 921-4617 or cbush15@ivytech.edu for more information.

**PRIOR LEARNING ASSESSMENT (PLA)**

Ivy Tech acknowledges the prior learning experiences of students by awarding credit for appropriate prior learning. Prior experience includes, but is not limited to, workplace
learning, military experience and training, nationally recognized testing, certifications, and community service. Prior learning credit 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.

**Credit for Professional Certifications**
Students who have earned certifications for technical and professional skills may be eligible for college course credit. Examples include but are not limited to Emergency First Responder, NOVELL Administrator, MS-NETWORK Administrator, Certified Professional Secretary, and Certified Public Accountant. A list of accepted certifications, and the corresponding course credit, is outlined in the Certification Crosswalk at [https://www.ivytech.edu/pla/](https://www.ivytech.edu/pla/).

**Other Ways to Earn College Credit**
There are other ways to authenticate competencies, including: records of completion of workplace training; documented examples of your work; documented success in apprenticeships; workplace development; training programs for military, civil service, AmeriCorps, Peace Corp, VISTA; seminars and workshops put on by employers, schools, community agencies, etc. The key is to be able to provide documentation (proof) of what was taught, proof that you were successful at it, and proof that it applies towards one or more specific course objectives.

**More Information**
For further information regarding Prior Learning Assessment, please contact the PLA Coordinator at (317) 921-4479.

**PSB AND TEAS TESTING FOR ALLIED HEALTH PROGRAMS**
Application to some Allied Health programs requires the completion of an aptitude assessment. The PSB Health Occupations Aptitude Exam (PSB) and the Test of Essential Academic Skills (TEAS) are taken prior to application to these programs and are offered throughout the year. The PSB and TEAS are given in the Testing Center, room F-150, at the Fairbanks Center for Health Professions at the Lawrence Campus.

**PSB Health Occupations Aptitude Exam**
Students pursuing a degree in Surgical Technology must take the PSB exam. The PSB exam is a computer-based timed aptitude assessment that is one of the determining factors in the admission process for the Surgical Technology programs. Students pursuing this health profession program should contact Jeanne Rieger at (317) 921-4404 for further information on this exam.

**TEAS Exam**
Students seeking admission to the Associate of Science in Nursing program, Imaging Program, Respiratory Program, or pursuing an LPN certificate must take the TEAS exam in order to apply for admission to the nursing program. The TEAS exam is a computer-based, timed exam and is one of the determining factors in the admission process limited enrollment medical programs.
Students must pay the cost of the TEAS exam to the Bursar prior to registering for the exam. The fee is non-refundable. Students must cancel or reschedule 48 hours in advance or they will be charged for the assessment.

Students interested in pursuing a degree in the ASN and LPN programs should contact the Health and Public Services Division at (317) 921-4428 for more information about this exam.

To schedule an appointment to take the TEAS:
1. Pay at the Bursar’s Office in person or over the phone
2. Schedule at https://cass.ivytech.edu/selfserve

REGISTRAR
The Office of the Registrar maintains accurate, up-to-date student records for the College. Students submit all registration and student records-related documents to the Registrar’s Office. The Registrar’s Office also manages graduation paperwork and produces official college transcripts.

Registration information is outlined in the Registration section of the handbook.

Locations and Hours:

**Fairbanks Campus, F-123, (317) 921-4800**
- Monday – Thursday: 9:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: Closed

**Franklin Campus, Rm. 104**
- Monday – Friday: 9:00 a.m. – 6:00 p.m.
- Saturday: 8:00 a.m. – 2:00 p.m.

**Greencastle Campus, G100**
- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

**North Meridian Campus, N-141, (317) 921-4800 &**
- Monday – Thursday: 9:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- 2nd Saturday: 9:00 a.m. – 2:00 p.m.

STUDENT CONDUCT AND CULTURAL ENGAGEMENT
The Office of Student Conduct and Cultural Engagement supports the overall mission of the institution and is an integral component of the student experience. More specifically, the OSCCE strives to provide educational and personal development opportunities for students that focus on Community Standards and Cultural Engagement to better prepare them to learn, live, and work in a diverse and globally competitive environment.
The college is dedicated to academic and personal integrity, civil and ethical conduct, and cultural competence. Students have specific rights and responsibilities as members of the College community. The Code of Student Rights and Responsibilities guides the behavioral expectations of students. The OSCCE works with students, faculty, and staff to ensure a respectful environment for learning and social engagement. When questions of behavioral violations occur, the OSCCE becomes involved in interpreting the behavioral code and managing disciplinary proceedings.

Furthermore, the OSCCE offers opportunities for students to engage in cultural exploration. Activities including student discussion groups, discussion panels, visits to local and regional cultural sites, and campus programs are offered throughout the academic year. If you are interested in opportunities to engage your community, would like to join a discussion group, or have suggestions for future cultural engagement events, please contact Bradley Pearson at bpearson20@ivytech.edu or (317) 921-4469.

**Locations and Hours:**

*North Meridian Center, N 430, (317) 921-4469*
- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

**STUDENT SUCCESS CENTER**
The Student Success Center offers support services to students in many areas of need, such as specialized guidance in academic support, study skills, learning styles, time management, and community referrals. Most students are engaged in the Student Success Center during the college entry process while others drop in for support as necessary.

**Locations and Hours:**

*Fairbanks Campus, F-139, (317) 916-7910*
- Monday – Thursday: 9:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: Closed

*Hamilton County Campus (Noblesville), H-127, (317) 921-4300*
- Monday – Friday: By appointment
- Saturday: Closed

*North Meridian Campus, T-131, (317) 916-7910*
- Monday – Thursday: 9:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- 2nd Saturday: 9:00 a.m. – 22:00 p.m.

**TESTING CENTER**
Students in distance education courses must choose a test proctor site at the beginning of each semester. If you desire to have your distance education tests proctored at a Central Indiana regional campus, you will need to notify your home site or instructor of your
decision. If you have questions, contact the Testing Center at the phone numbers below.

**Where to Send Your Distance Education Tests**

**Fairbanks Campus**
Testing Center
Ivy Tech Community College Central Indiana
9301 E. 59th St.
Indianapolis, IN 46216
Fax: (317) 546-6772
distancetesting-lawrence@lists.ivytech.edu

**Franklin Campus**
Ivy Tech Community College Franklin
2205 McClain Dr.
Franklin, IN 46131
Phone: (317) 738-9489
distancetesting-franklin@lists.ivytech.edu

**Greencastle Campus**
Ivy Tech Community College Greencastle
915 S. Zinc Mill Rd.
Greencastle, IN 46135
Phone: (765) 653-7410
distancetesting-greencastle@lists.ivytech.edu

**Hamilton County Campus**
Testing Center
Ivy Tech Community College Noblesville
300 N. 17th Street
Noblesville, IN 46060
Fax: (317) 921-4412
distancetesting-noblesville@lists.ivytech.edu

**North Meridian Campus**
Testing Center
Ivy Tech Community College Central Indiana
50 West Fall Creek Parkway North Dr.
Indianapolis, IN 46208
Fax: (317) 921-4684
distancetesting-indianapolis@lists.ivytech.edu

**Testing Lab Rules and Procedures for Students**

- A photo I.D. is required for testing. Tests will not be proctored without an I.D.
- Students must finish tests once they begin.
- Students may not leave in the middle of tests and come back later to finish.
- Students will not be given more than one test at one time.
- Time limits will be strictly enforced. Students must begin their tests with
enough time to finish before the lab closes.

- If cheating occurs on a test, staff will collect all forbidden materials and report the incident to the appropriate instructor. Students may face disciplinary action under the Code of Student Rights and Responsibilities.

**Locations and Hours**

Please review the location and hours below before choosing one of the testing labs, and then confirm that location with the appropriate instructor.

**Fairbanks Campus, F-150, (317) 921-4606**
- Monday-Thursday: 9:00 a.m. – 6:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: 8:30 a.m. – 12:00 p.m.

**Franklin Campus, Rm. 104**
- Monday – Friday: 9:00 a.m. – 7:00 p.m.
- Saturday: 8:00 a.m. – 1:00 p.m.

**Greencastle Campus, G100**
- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

**Hamilton County Campus, Room 144**
- Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: Closed

**North Meridian Campus, N-533, (317) 917-5984**
- Monday: Closed
- Tuesday, Thursday, Friday: 9:00 a.m. – 5:00 p.m.
- Wednesday: 12:00 p.m. – 5:00 p.m.
- Saturday: Closed

**TRANSFER CENTER**

The Transfer Center provides resources for smooth and successful transfers from Ivy Tech Community College to other institutions. In addition to individual advising sessions and group workshops, we provide information on admission requirements, scholarships, and campus visits to other colleges and universities.

The Transfer Center hosts recruiters from various institutions at two annual Transfer Day events. Students can meet one-on-one with recruiters as they visit campus each month.

View our informational video at [www.youtube.com/watch?v=o1xi1KjwTBw](http://www.youtube.com/watch?v=o1xi1KjwTBw).

**Location and Hours**

**Fairbanks Campus, F-139, (317) 921-4623**
- Monday – Friday: By appointment
- Saturday: Closed
**TRIO STUDENT SUPPORT SERVICES**

TRIO Student Support Services (SSS) is a federally funded program that provides academic and personal support to students who are first-generation college students (neither parent earned a four-year college degree), students from low income families, and/or students with disabilities. Services include academic and career advising, transfer guidance, study skills enhancement, one-on-one tutoring, and much more. SSS also makes campus visits to four-year institutions so that participants can gain a better awareness of opportunities available to further their education. All services are free, but students must apply to join the program. For more information about eligibility and the application process, contact us or visit [http://www.ivytech.edu/indianapolis/trio.html](http://www.ivytech.edu/indianapolis/trio.html).

**Location and Hours**

**North Meridian Campus, N-565, (317) 917-7159, indy-trio@ivytech.edu**
Monday – Friday: 8:00 a.m. – 5:00 p.m.

**Fairbanks Campus, F249**
Thursday: 9:00 am – 5:00 pm

**TUTORING SERVICES**

Mathematics/Science Learning Center
The Mathematics/Science Learning Center provides one-on-one and small group assistance to students in any Ivy Tech mathematics and science course. The Center also serves students from other disciplines who have math or science related questions (business, statistics, physics, etc.).

**Locations and Hours:**

**Fairbanks Campus, F-146*, (317) 916-7525**
Monday – Thursday: 9:00 a.m. – 5:30 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

*Hours for the Math Learning Center at the Fairbanks Center may change from semester to semester.

**Franklin Campus, Rm. 104**
Posted each semester in Student Services

**Greencastle Campus**
Posted each semester in Student Services
Hamilton County Campus
Posted each semester in Student Services

North Meridian Campus, LRC 101, (317) 921-4230
Monday – Thursday: 8:00 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.

Writing and Reading Learning Center
The Writing and Reading Learning Center provides academic support with computer skills, writing and reading tasks. The staff can provide assistance in vocabulary, spelling, grammar, Microsoft Office tasks, and writing or revising essays, speeches, scholarship applications, case studies, and group research projects.

Locations and Hours:
Fairbanks Center, F-146, (317) 916-7525
Monday – Thursday: 9:00 a.m. – 5:30 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

Franklin Campus, Rm. 104
Posted each semester in Student Services

Greencastle Campus
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: Closed

Hamilton County Campus
Posted each semester in Student Services

North Meridian Campus, LRC 101, (317) 921-4230
Monday – Thursday: 8:00 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.

TWENTY-FIRST CENTURY SCHOLARS
21st Century Scholars will find a home at Ivy Tech Community College. Specialized guidance in academics, study skills, learning styles, and financial issues are available through the Student Success Center. Please see the Student Success Center section for more information.

Locations and Hours
Fairbanks Center, T 131, (317) 917-5717
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Student Life

The College offers a variety of opportunities for students to become involved on campus and in their communities. Student Life is committed to providing a student-centered environment that fosters intentional individual development through activities, programs, and events ensuring students’ academic success. It is the goal of Student Life to increase student engagement, satisfaction, retention, and graduation rates in a climate that fosters student learning.

STUDENT GOVERNENCE
The Student Government Association (SGA) is the representative governing body of the students and serves as the voice of the students to the College administration. SGA representatives are elected or selected according to the by-laws of each regional SGA constitution and serve as stated in those bylaws. The SGA President in each region serves on the College Presidents’ Council and meets several times throughout the year.

EVENTS AND ACTIVITIES
The Student Life officer in partnership with the Campus Activities Board provide a diverse array of social, cultural, and educational programming to meet the needs and interests of the student body and to encourage personal development. Contact the Student Life Office in your region to learn more about programming or to obtain a detailed list of events and activities.

CLUBS AND ORGANIZATIONS
Ivy Tech offers many ways for students to be involved on campus and in the community. One of the best ways to get involved and to gain leadership skills is by joining one of the many student clubs and organizations. There are more than 200 student clubs and organizations College-wide. These organizations and clubs include governance groups, professional and technical societies, performing arts groups, recreational and sports clubs, student newspapers, and a number of special interest groups.
Check with the Student Life Office in your region to determine which student organizations are available and to find one that interests you.

If the College does not offer what you are looking for, you can even create your own club. To begin this process, contact the regional Student Life Office.

SERVICE ENGAGEMENT
Ivy Tech students are committed to helping others. Involvement in service is an important aspect of becoming a well-rounded citizen. Service opportunities are available through classroom activities,
involvement in student organizations, or through regional and College-wide events like Ivy Tech Days of Service. Check with the Student Life Office in your region to learn more about service engagement opportunities.

LEADERSHIP DEVELOPMENT
There are many opportunities, both in and out of the classroom, for students to develop their leadership knowledge, skills, and abilities. One way is through participation in the College’s leadership development programs and events. The College sponsors the Student Leadership Academy each year. This formal leadership development experience is designed to help students better understand the roles of leaders and the leadership potential that exists within us all. The College also hosts an annual state-wide Student Leadership Conference. Another way to develop and practice leadership skills is by joining one of the many student organizations that exist at the College. Contact the regional Student Life Office to learn more about the Student Leadership Academy, Student Leadership Conference, and other leadership development opportunities in your region.

RECREATION AND WELLNESS
The College recognizes the benefits of activities and services that contribute to students’ physical fitness and overall wellness. These activities could include, but are not limited to, club sports, intramural sports, recreation tournaments, fitness and wellness classes, and wellness fairs. To learn more about the recreation and wellness opportunities available, contact your regional Student Life Office.

Student Life for Central Indiana

GET INVOLVED
Campus involvement is a great way to make the most of your college experience. You can increase your career and educational opportunities by participating in Student Life organizations and activities.

Student Life and Development offers you the opportunity to become involved in the social, cultural, and leadership fabric of Ivy Tech and Central Indiana communities. Many personal and professional development programs, as well as social events, are available to Ivy Tech students and can be found advertised on Campus Connect, the plasma televisions, and campus bulletin boards.

VISION
Student Life strives to develop leadership skills that complement academic learning and professional pursuits.

MISSION
We carry out our vision by:
Engaging students with each other and with the college by providing educational, social, cultural, service and recreational programs.

Providing hands-on leadership experiences where students learn and practice critical life skills such as interpersonal relations, conflict resolution, and critical thinking.

Fostering an inclusive environment of learning that takes into account the student’s mental, physical, spiritual and emotional well-being.

OUTCOMES
Through participation in Student Life programs, events, and initiatives, it is our expectation that students will be able to:

- Describe the value of civic engagement and volunteerism.
- Articulate their personal path to developing a leadership identity.
- Express a greater sense of connection to Ivy Tech Community College.
- Demonstrate a stronger commitment to completing their educational goal.
- Exhibit confidence in taking action steps to improve their personal health and well-being.
- Recognize an awareness of and express an appreciation for interacting with people of diverse cultures and backgrounds.

WAYS TO GET INVOLVED
1. Student Government Association (SGA)
   SGA is the voice of the student body, serving as the liaison between students and the faculty, staff and administration. SGA provides students with a voice and decision-making authority in the general operation of the college. You can serve as one of four executive board officer positions or as one of twenty SGA senators.

   Locations and Hours:
   
   **Fairbanks Campus, FB-101A, (317) 917-5944**
   Hours posted each semester

   **Hamilton County Campus, Room 150, (317) 921-4360**
   Hours posted each semester

   **North Meridian Campus, IFC-126, (317) 921-4360**
   Hours posted each semester

2. Campus Activities Board (CAB)
   CAB is a student-led organization that provides diverse programs in social, cultural, and educational settings. Students learn to assess campus needs, develop and implement programs, and evaluate the effectiveness of events. Examples of CAB events include Halloween Fright Night, Ivy Ice Ball, Kings Island Trip, and Family Fun Day.

   Locations and Hours:
   
   **Fairbanks Campus, FB-101A, (317) 917-5944**
   Hours posted each semester
3. Student Organizations

The Office of Student Life provides students with the opportunity to become involved in a community of students that share an 1) academic interest, 2) cultural interest or 3) general interest.

**Academic Student Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biotechnology Club</td>
<td>Donald Pappas, <a href="mailto:dpappas3@ivytech.edu">dpappas3@ivytech.edu</a></td>
</tr>
<tr>
<td>Computer Technology Club</td>
<td>Steve Carver, <a href="mailto:scarver@ivytech.edu">scarver@ivytech.edu</a></td>
</tr>
<tr>
<td>Health Information Management Club</td>
<td>Brenda Kupecky, <a href="mailto:bkupecky@ivytech.edu">bkupecky@ivytech.edu</a></td>
</tr>
<tr>
<td>Human Services Club</td>
<td>Marilyn Arnett, <a href="mailto:marnett@ivytech.edu">marnett@ivytech.edu</a></td>
</tr>
<tr>
<td>Indiana Student Hospitality Association</td>
<td>Keith Parish, <a href="mailto:kparish3@ivytech.edu">kparish3@ivytech.edu</a></td>
</tr>
<tr>
<td>Ivy Tech Student Education Association</td>
<td>Barbara Wylie, <a href="mailto:bwylie1@ivytech.edu">bwylie1@ivytech.edu</a></td>
</tr>
<tr>
<td>Radiology Technology Club</td>
<td>Ann Wilcox, <a href="mailto:asisel@ivytech.edu">asisel@ivytech.edu</a></td>
</tr>
<tr>
<td>Respiratory Therapy Organization</td>
<td>Charity Bowling, <a href="mailto:cbowling17@ivytech.edu">cbowling17@ivytech.edu</a></td>
</tr>
<tr>
<td>Student Business Association</td>
<td>Penny Miguel, <a href="mailto:pmiguel@ivytech.edu">pmiguel@ivytech.edu</a></td>
</tr>
<tr>
<td>Student Nursing Association</td>
<td>Linda Fluharty, <a href="mailto:lfluhart@ivytech.edu">lfluhart@ivytech.edu</a></td>
</tr>
<tr>
<td>Surgical Technology Club</td>
<td>Jeanne Rieger, <a href="mailto:jrieger@ivytech.edu">jrieger@ivytech.edu</a></td>
</tr>
<tr>
<td>Phi Theta Kappa Honor Society</td>
<td>Cynthia Rickert, <a href="mailto:crickert@ivytech.edu">crickert@ivytech.edu</a></td>
</tr>
</tbody>
</table>

**Multicultural Student Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIA (Asian Students Intercultural Asc.)</td>
<td>John Conklin, <a href="mailto:jconklin@ivytech.edu">jconklin@ivytech.edu</a></td>
</tr>
<tr>
<td>Black Students United</td>
<td>Doris McDougal, <a href="mailto:dmcdouga@ivytech.edu">dmcdouga@ivytech.edu</a></td>
</tr>
<tr>
<td>Christians on Campus</td>
<td>Victor Roese, <a href="mailto:vroese@ivytech.edu">vroese@ivytech.edu</a></td>
</tr>
<tr>
<td>Coexist</td>
<td>Emily Good, <a href="mailto:egood9@ivytech.edu">egood9@ivytech.edu</a></td>
</tr>
<tr>
<td>SOL (Student Org of Latinos)</td>
<td>Lee Ragsdale, <a href="mailto:kragsdale6@ivytech.edu">kragsdale6@ivytech.edu</a></td>
</tr>
</tbody>
</table>

**General Interest Student Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Blank Page</td>
<td>Brianna Pike, <a href="mailto:bpike4@ivytech.edu">bpike4@ivytech.edu</a></td>
</tr>
<tr>
<td>Ivy Drive Car Club</td>
<td>Vic Holove, <a href="mailto:vholove1@ivytech.edu">vholove1@ivytech.edu</a></td>
</tr>
<tr>
<td>Adult Student Network</td>
<td>Kimberly Hilton, <a href="mailto:khiton@ivytech.edu">khiton@ivytech.edu</a></td>
</tr>
<tr>
<td>Odeon Society (Drama Club)</td>
<td>Scott Luter, <a href="mailto:sluter@ivytech.edu">sluter@ivytech.edu</a></td>
</tr>
<tr>
<td>Phenomenal Women</td>
<td>Doris McDougal, <a href="mailto:dmcdouga@ivytech.edu">dmcdouga@ivytech.edu</a></td>
</tr>
<tr>
<td>Ivy Tech Self Awareness Group</td>
<td>Trent Edwards, <a href="mailto:tedwards68@ivytech.edu">tedwards68@ivytech.edu</a></td>
</tr>
<tr>
<td>Speech Team</td>
<td>Tim Sheehan, <a href="mailto:tsheehan4@ivytech.edu">tsheehan4@ivytech.edu</a></td>
</tr>
<tr>
<td>Campus Insider</td>
<td>Claire Maxson, <a href="mailto:cmaxson2@ivytech.edu">cmaxson2@ivytech.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kathleen Rice, <a href="mailto:krice@ivytech.edu">krice@ivytech.edu</a></td>
</tr>
</tbody>
</table>

Don’t see anything you like? Create a new organization.

The Office of Student Life will help you create a new student organization. It’s easy. Just follow these steps:

1. Find at least four students that are interested in your organization.
2. Find a full-time employee to serve as the advisor to the organization.
3. Meet with a staff member from the Office of Student Life for some basic training.

4. Athletics and Recreation
   The athletics program builds character through discipline, teamwork, trust, and competition, while building lasting relationships and school pride.

   Competitive Sports/Club Sports
   These sports are organized and structured. They require student athletes to tryout. Cuts are made as necessary. These teams play in leagues around the city and travel for games and tournaments. The teams are:

   - Men’s Basketball
   - Men’s Flag Football
   - Coed Softball
   - Women’s Basketball
   - Coed Bowling
   - Men’s Soccer

   To learn more about Athletics contact Keambi Thomas, Athletic Coordinator, at 317-921-4542 and kthomas207@ivytech.edu.

   Recreation and Intramurals
   These sports are less competitive and open to any student. The teams do not hold tryouts, and they do not make cuts. The sports are:

   - 3-on-3 Basketball
   - Rugby
   - Ultimate Frisbee
   - Swimming
   - Martial Arts
   - Golf

   To learn more about Recreation and Intramurals contact LaMarcus Hall, Assistant Director of Student Life, at 317-921-4969 or lhall104@ivytech.edu.

5. Health and Wellness
   The Office of Student Life cares about your physical, mental, and spiritual well-being. Programs in this area include group activities and individual activities and range in activity level from very strenuous to low stress. Programs and activities include:

   - Health and Wellness Challenge
   - Health and Wellness Taskforce
   - Group fitness classes (Zumba, Yoga, etc.)
   - Walking Programs
   - Stress Relief Workshops
   - Health Fairs

   To learn more about Health and Wellness programs contact LaMarcus Hall, Assistant Director of Student Life, at 317-921-4969 or lhall104@ivytech.edu.

6. Civic Engagement and Community Service
   Student Life and Development offers an array of volunteer opportunities for students to positively engage their communities. Examples of civic engagement include voter registration drives, the annual Ivy Tech Day at the Statehouse, and Constitution Day
activities. Examples of community service include volunteer opportunities for Habitat for Humanity, Keep Indianapolis Beautiful Inc., and Indy Parks.

To learn more about civic engagement and community service opportunities contact Amanda Bremmer, Assistant Director of Student Life, at 317-921-4969 or abremmer@ivytech.edu.

7. Student Leadership Academy

Student Leadership Academy is a series of intensive leadership training sessions designed to take students through both personal exploration and group development. Participants who complete the program will be prepared to assume greater responsibilities and leadership roles at the college and in the community. If you are interested in learning more about the Student Leadership Academy please contact Amanda Bremmer at 317-921-4969 or ebremmer@ivytech.edu.

Locations and Hours:

Illinois Fall Creek Center (IFC) Room 125, (317) 916-7570
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: As scheduled for events

Fairbanks Center, FB-101A, (317) 917-5944
Hours posted each semester

Franklin Campus, Rm. 104, (317) 916-6306
Walk-ins and appointments with Becky Allen within these time frames:
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Saturday: Closed

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 Parking for Central Indiana

Parking lots and facilities owned, leased, and operated by the College are open to students, visitors, and guests unless otherwise designated as reserved or restricted. Parking patrons accept the obligation to observe parking rules. When parking in municipal areas such as surrounding streets or public parking lots, patrons accept the responsibility to observe any local parking ordinances.

Compliance with Security Officers and the parking regulations are required for your safety and the safety of others. Non-compliance will be reported to the Office of Student Conduct and Cultural Engagement. Patrons may be towed or banned from Ivy Tech parking lots and facilities.

Since students must use and cross municipal streets to access college parking lots, all drivers must comply with the rules and regulations of the Indiana Driver’s Manual and local ordinances.

PARKING FEES
At the time of this publication, there are no fees for parking in lots of the Central Indiana region of Ivy Tech Community College. However, all students must register their automobiles at the Registrar’s Office and obtain a parking permit to be displayed in their car windows.

PARKING RULES
Campus security wants to ensure that all students, visitors, and staff enjoy their time on campus. Handicapped parking spaces and visitor areas are reserved for those purposes. Vehicles improperly parked in those areas will be ticketed or towed at the owner’s expense.

General Parking Rules

- Parking is available for students on a first-come, first-served basis.
- Park only in lots and facilities that are designated for students.
- All cars must display an Ivy Tech Community College parking tag.
  - Tags are available at the Registrar’s Office at the North Meridian and Fairbanks Centers.
- A 10 MPH speed limit is in effect in all college parking areas.
• In areas where motor vehicle and pedestrian traffic conflict, the pedestrians have the right of way.
• Traffic lanes are one-way in the parking areas.
• Drive in the direction indicated by signs and painted arrows. 360° turns are not allowed.
• No vehicles are to be operated on the sidewalks or lawns of the college.
• Park within lined spaces.
• Park facing forward so that license plates are visible. (Do not back into parking spaces.)
• Any vehicle parked in a designated reserved space or fire lane will be towed immediately.
• Parking in handicapped parking spaces without a handicapped parking permit is illegal. Violators will be ticketed by local law enforcement officials and subject to towing at owner’s expense.
• Overnight parking is not permitted without permission of the Chief of Security.
• Vehicles left in parking lots or facilities for more than three days will be considered abandoned and will be towed at owner’s expense.

Handicapped Parking Rules
In order to park in a space designated as handicapped parking, a vehicle must have a current and valid handicapped parking tag issued by the Indiana Bureau of Motor Vehicles (BMV) or an Ivy Tech Community College handicapped sticker issued by Disability Support Services. Tags issued by the BMV include:
  1. Handicapped License Plate.
  2. Disabled American Veteran License Plate.
  3. Disability Placard (must be VISIBLY displayed in vehicle).

If a student does NOT have any of the above, but has temporary need for use of a designated handicapped area, they may apply for a temporary pass through Disability Support Services. In order to provide a temporary pass, the student must:
  1. Complete a Handicapped Parking Permit Request Form.
  2. Submit a doctor’s statement indicating the need for handicapped parking. This statement must also indicate a date of expiration for the disabling condition.
  3. Provide proof of vehicle registration.
  4. Show a picture ID at time of request.

PARKING VIOLATIONS
Parking violations may result in restricted parking privileges, fines, towing, and/or referral to the student conduct system.
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. Coverage 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 https://indianavoters.in.gov/PublicSite/PublicMain.aspx. 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.

Emergency Closing of Campuses for Central Indiana

When weather or other conditions necessitate, the college may close or delay classes. Unless specified, the closing or delay will apply to all campus locations and sites within the Central Indiana region.

In the case of a closing or delay, information will be communicated using the following:

- Local television stations:
  - WTHR Channel 13 or [http://www.wthr.com](http://www.wthr.com)
  - WISH Channel 8 or [http://www.wishtv.com](http://www.wishtv.com)
  - WRTV Channel 6 or [http://www.wrtv.com](http://www.wrtv.com)
  - FOX59 or [http://www.fox59.com](http://www.fox59.com)
- Online at Campus Connect ([http://cc.ivytech.edu](http://cc.ivytech.edu))
- By phone at **1-888-IVY-LINE**

Classes meeting in local high schools or other community locations may be cancelled if the location closes. Students in the classes affected are notified via their Ivy Tech email address. Closing announcements are also listed online at [www.ivytech.edu/central-indiana](http://www.ivytech.edu/central-indiana). Please note, these closings will NOT be announced on local television stations or through the text message system.

TEXT MESSAGING ALERT SYSTEM

Ivy Tech has installed statewide emergency text messaging to supplement existing notification systems. Because Ivy Alert is an opt-in only service that broadcasts text notifications directly to your personal cell phone, and/or email address, you must personally request it. There is no charge by the college or obligation to add Ivy Tech Alert. If you sign up, you may opt-out at any time. Activation online is easy at: [www.ivytech.edu/alert](http://www.ivytech.edu/alert).
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.

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 http://www.icrimewatch.net/indiana.php.

Campus Security Information for Central Indiana

The Department of Public Safety assists in providing a safe and positive learning environment for everyone at the college. Students, staff, faculty, visitors, and guests are required to follow the instructions of safety personnel. Constant cooperation between Public Safety and local law enforcement agencies enables our safety officers to provide excellent response to emergency situations.

JURISDICTION
Since Ivy Tech Community College operates within the jurisdiction of various law-enforcement agencies, behavior that is a violation of local, state, or federal laws may result in civil or criminal charges. If students are suspected of violating a local, state, or federal law, the incident(s) may be reported to an appropriate law enforcement agency. Civil or criminal charges may occur concurrently with Ivy Tech Community College student conduct actions.

STUDENT ID CARDS
All students are required to obtain student ID cards and to have them on their persons while on campus or attending college sponsored events. Student ID cards are issued in the Registrar’s Office during regular business hours.

FIREARMS
While on college-controlled sites and at college-directed activities, all students and staff are prohibited from introducing, possessing, using, buying, or selling unauthorized weapons, firearms, ammunition, explosives, or items deemed by campus security to be dangerous.

Any police officers who are attending class in civilian clothing, and who are carrying a firearm are requested to report to the Department of Public Safety during the start of any course or while visiting campus.

Definitions
A college-controlled site refers to all permanent Ivy Tech facilities on all campuses or other locations. It includes any temporary facility that the College uses to conduct an activity intended primarily for faculty, employees, students, or invited guests of the College, rather than for the general public.

A College-directed activity is an event intended solely for Ivy Tech faculty, employees, students, or invited guests of the College; it is not intended for the general public. These activities include, but are not limited to, graduation events, receptions, meetings, and conferences.

REPORTING CRIME AND SUSPICIOUS ACTIVITY
All students, faculty, staff and visitors at Ivy Tech are encouraged to report all crimes and security related incidents to the Department of Public Safety at (317) 921-4806 or (317) 921-8080 in a timely manner.

EMERGENCY CALL STATIONS
Anytime you need immediate assistance for security, fire, or medical emergencies dial (317) 921-8080 or 911. In addition, emergency call stations are located throughout parking areas for immediate assistance. If there is a crime, fire, or medical emergency, simply push the red buttons on the front center panels of the call stations, and the security command center will be automatically contacted. All calls, even hang-up calls, are investigated by Public Safety. An officer will respond to the location as needed.

Please remember that the emergency call stations are in place to enhance your safety while on the Ivy Tech campus. Intentional misuse, prank calls, or tampering with the units is a criminal offense.

EMERGENCY REMOVAL
In most cases, disciplinary action is imposed in accordance to the student rights and responsibilities process. However, when a student’s behavior creates the possibility of imminent danger to any person, or threatens to seriously disrupt an educational process, the College Judicial Officer or his/her designee reserves the right to remove a student from class(es) or the college pending a hearing. In addition, any faculty or staff member may contact Campus Security to have a student removed immediately from a class or instructional area at the time an incident occurs. Lastly, campus safety officers, under the direction of the Director or Campus Safety or Chief of Security, may remove immediately from campus any student determined to be a danger to self or others, or who threatens to seriously disrupt the educational process.
CAMPUS CRISIS AND EMERGENCY RESPONSE
Ivy Tech Community College Central Indiana places student safety as its highest priority. In addition to daily security measures, the College takes an active role in emergency preparedness by conducting various drills. When one of these procedures is initiated in response to a drill or actual event, students, staff, faculty, and visitors are required to observe the guidelines for each event.

Fire Alert
If a fire alarm sounds, all occupants of college buildings are required to evacuate the buildings through the nearest exit. Maps are posted in hallways to show emergency exit routes. Exits are marked with red “Exit” signs. Elevators will be shut down, so occupants should take the nearest clear stairway.

Severe Weather Alert
If a severe weather warning is announced, all occupants of college buildings are required to move to designated weather safe zones. These are marked by designated signs.

Lockout Alert
A lockout procedure allows the college to continue with normal daily activities, but curtails outside activity and allows no unauthorized individuals into buildings. If a lockout is announced, the following procedures will be implemented:

- All occupants outside campus buildings will be directed to return to the buildings.
- All exterior doors and entrances will be locked and secured. Occupants will be able to enter and exit through main building entrances only.
- Campus Safety will monitor main entrances and allow only authorized individuals to enter or exit the buildings. A picture ID will be required before entering or exiting buildings.
- If necessary, barricades will be used to close off campus driveways and parking lots.

Lockdown Alert
A lockdown procedure allows the college to secure student, staff, and guests while removing them from immediate danger. If a lockdown is announced, the following procedures will be implemented.

- Occupants inside the buildings affected will be directed to take shelter in the nearest classrooms or offices.
- Occupants outside the buildings affected will be directed to take immediate cover to the nearest safe spaces.
- Classroom and office doors will be locked.
  - Do not enter hallways.
  - Students, staff, and guests should turn off all lights, close windows, blinds, and curtains, and remain quiet.
  - Doors will not be opened to anyone under any circumstance until instructed by Campus Safety and/or administrative officials who display proper credentials.

CHILDREN ON CAMPUS
Due to insurance and security purposes, children under the age of 15 are not allowed to be on Ivy Tech Community College property without direct and adequate supervision by a parent or legal guardian unless they are registered Ivy Tech Community College students or have been formally invited to participate in a college-sponsored activity.

To ensure a positive learning environment for all students on campus, children are not allowed in instructional areas. Instructional areas include classrooms, labs, and other areas set aside for academic learning purposes.

INTERNET SOCIAL NETWORKING AND MEDIA RESPONSIBILITIES
The growing use of internet-based social networking and media sites to communicate with other students and the public creates both opportunity and responsibility. Before posting electronic material to these sites, students are strongly encouraged to consider potential consequences. While it is not the practice of the college to monitor these sites, possible violations of college policy are subject to investigation and potential disciplinary action through the college judicial process when the college becomes aware of possible violations.
Ivy Tech Alumni Association

The Ivy Tech Community College Alumni Association inspires alumni to be engaged in the life of Ivy Tech Community College and to support and advance its vision of Changing Lives, Making Indiana Great. Membership is open to all graduates and former students who have completed six (6) credit hours at Ivy Tech Community College. For more information, visit www.ivytech.edu/alumni.
Instructional Programs

The College's degree programs are offered in four divisions:

- Business and Public Services Division
- Health Division
- Technology Division
- University/Transfer Division

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. 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.

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 GENERAL STUDIES (AGS) DEGREE PROGRAMS
The Associate of General Studies (AGS) degree focuses on students taking their first two years of college at Ivy Tech Community College and then transferring their credits to other colleges and universities both in state and out of state. The Associate of General Studies includes a core of general education courses student electives. The AGS program is designed as a personalized transfer opportunity to bachelor’s degree-granting institutions.

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 program 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.

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.

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.

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.
Campus Directory
Contact information for staff, faculty, and students can be found on Campus Connect. Click on Ivy Tech White Pages on the quick links bar.