Ivy Tech Community College
Policy Glossary

Term	Definition	Policy/Policies
100% Refund Period	Period in which a student-initiated drop from a class results in a full refund of all tuition and fees.	4.8 Attendance Expectations
Ability to Benefit	Students seeking federal financial aid who did not graduate from high school in the United States must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance on an approved test.	1.2 Standards for Admission
Academic Complete Plan (ACP)	New students, in conjunction with their academic advisors, devise an individualized academic plan including but not limited to life, career and degree goals, assessment scores, required remediation and sequence of required courses through degree completions. ACP's are stored within Starfish.	4.19 Standards of Progress
Academic Dishonesty	Intentional acts or omission including cheating, plagiarism, misuse of college equipment, misrepresentation, fabrication or falsification of data or any behavior specifically prohibited by a faculty member.	4.20 Academic Integrity
Academic Integrity	The moral code or ethical policy of academia including values such as avoidance of cheating or plagiarism, maintenance of academic standards, honesty and rigor in research and academic publishing.	4.18 Grade Appeals 4.20 Academic Integrity
Academic Misconduct	See academic dishonesty	4.20 Academic Integrity
Academic Personnel	Faculty and academic administrative staff responsible for the learning process and accountable to the regional or system academic officer.	7.6 Sabbatical
Academic Plan	A formal written document developed collaboratively between the faculty member and the regional academic officer and reviewed by the human resources director. This plan must specify the degree sought, timeline for obtaining reasonable progress and any other conditions of the agreement. The plan must be placed in the faculty member's personnel file and reviewed, at a minimum, annually.	7.1 Faculty Credentials
Academic Preparation Appropriate to the Course	A significant level of coursework - defined as 18 semester hours at the 200-level or higher -- which indicates the faculty's expertise and/or ability to teach the respective subject matter. The regional academic officer will determine the appropriateness of a particular course or courses.	7.1 Faculty Credentials

Term	Definition	Policy/Policies
Academic Quality Indicators	Defines the areas in which the academic unit within the college establishes goals and targets for self-evaluation, assessment, and improvement.	6.1 Institutional Effectiveness 6.12 Academic Quality Indicators
Academic Skills Advancement	Remedial, zero-level courses in English and Math designed to increase student skills to enable them to complete college-level course work.	4.1 Academic Skills Adv. Programs
Academic standards of progress	Criteria that constitute good academic standing and identifies students who may need assistance to achieve academic success.	3.5 Office of the Registrar; 4.19 Standards of Progress
Accreditation	The act of granting approval to an institution of learning by an official review board after the school has met specific requirements.	4.25 Degree/Certificate Completion and Graduation Requirements; 6.13 Program Accreditation
Accreditation Standards	The establishment of the status, legitimacy or appropriateness of an institution, program or module of study.	4.28 Graduation Ceremony
ACCUPLACER	A computer-adaptive placement testing program delivered over the internet.	1.5 Initial Course Placement
ACE - American Council on Education	ACE is a major coordinating body for higher education institutions in the U.S., providing leadership and a unifying voice on higher education issues and influences public policy through advocacy, research, and program initiatives. A primary service of ACE is facilitating the review of learning opportunities outside college classrooms and provide 3rd party, unbiased credit equivalency recommendations.	4.3 Credit Awards; 1.7 Credit for Prior Learning; 1.8 Prior Learning Crosswalk Dev.
Achievement	The act of accomplishing or performing through exertion, skill, practice, or special effort.	4.16 Grading Student Learning
Achieving the Dream	A national effort to increase the number of students completing postsecondary certificates and degrees.	
ACT - American College Test	a standardized achievement examination for college admissions in the United States.	1.5 Initial Course Placement
Active Academic Year	One of the three terms within the current academic year, which includes summer-fall-spring terms in that order. For example, the 2012-2013 active academic year includes Summer 2012, Fall 2012 and Spring 2013.	4.25 Degree/Certificate Completion and Graduation Requirements
Adjunct Faculty	Part-time, non-benefits eligible employees who are paid for each class they teach.	7.2 Faculty Loading 7.9 Adjunct Faculty Compensation

Term	Definition	Policy/Policies
Admissions	College policy provides open admission to the residents of the State of Indiana. Open admission refers only to the minimum criteria a person must meet in order to be admitted to the College. Admission to a specific program will require a student to meet the minimum criteria for that program.	4.19 Standards of Progress
Advising	Provide student advising support as expected by college administration. This support may include, but is not limited to, assistance during registration periods, student advisement during posted office hours, and pre-registration student advisement assignments.	7.2 Faculty Loading; 3.1 Advising
Affiliation Agreement	A written document or contract between the College and outside facility (affiliates); the facility will be used by students to obtain off-campus educational experiences.	6.15 Affiliation Agreements
Analysis	A separation of any whole into its parts so as to find their nature, proportion, function, relationship, etc.	4.19 Standards of Progress
AP - Advanced Placement	Standardized high school courses generally recognized to be equivalent to undergraduate courses in college; college credit is applied based on exam score.	4.3 Credit Awards; 1.7 Credit for Prior Learning; 1.8 Prior Learning Crosswalk Dev.
Apprenticeship program	Combines on-the-job training with academic instruction for those entering the workforce.	8.6 Apprenticeship
ARO: Alternate Responsible Officer	A person designated by a Department of State authorized exchange visitor sponsor to support the Responsible Office and maintain SEVIS data.	1.3 English Proficiency for International Students
Articulation	Systematic coordination of course and/or program content within and between educational institutions to facilitate the continuous and efficient progress of students from grade to grade, school to school, and from school to the working world.	6.6 Curriculum Standards; 4.3 Credit Transfer Awarding/Dual Credit
ASA - Academic Skills Advancement	Remedial courses in English and Math designed to increase student skills to enable them to complete college-level course work.	1.5 Initial Course Placement
Assessment	The systematic collection, review, and use of information to drive changes undertaken for the purpose of improving overall student learning and faculty development	4.22 Technical/Program Outcomes Assessment
Assessment	A systematic process that allows for the estimation of skill competencies. Resulting information is reviewed and used as a baseline to drive changes for the purpose of improvement.	4.1 Academic Skills Advancement 4.22 Technical/Program Outcomes Assessment 8.8 Workforce Certification - Reporting

Term	Definition	Policy/Policies
ASSET	A testing and advising program for placing students into classes in postsecondary institutions.	1.5 Initial Course Placement
Attempted Credits	Attempted credits reflect credits for coursework for which a student has made some attempt to complete. Letter grades of A-F and SA-SF are included in attempted credits, as are status codes such as W, I, S, and U.	4.17 GPA Calculation
Blackboard	The College's current learning management system, available at http://online.ivytech.edu	7.5 Faculty Consideration for Use of DE
C - Online + IP Video	Students in these courses are expected to participate via synchronous video (IP Video) as well as the Internet to meet the course objectives. The required use of video resources and facilities may take place on the student's home campus. No less than 1/3 of the traditional contact hours for the course may be assigned to IP Video.	6.10 Distance Education Course Design and Development
CAEL - Council for Adult and Experiential Learning	A nonprofit organization that works at all levels within the higher education, public, and private sectors to facilitate education and training, linking learning and work.	1.7 Credit for Prior Learning; 1.9 Prior Learning Portfolio Standards
Capstone Course	Courses contain culminating experiences in which students synthesize the knowledge, skills and abilities they have acquired throughout their degree program. A capstone course is identified for each associate program and for terminal certificate programs. The capstone course requirement may be fulfilled by courses in the program specific core.	6.3 Academic Degree Structure
Catalog year	The set of degree requirements in effect for a particular academic year.	1.11 Establishing a Program of Study
Certificate	A document serving as evidence of completion of a specified set of courses. The College offers the following certificates: Technical Certificate (TC) and Certificate (CT).	6.6 Curriculum Standards
Certification	Official acknowledgment of expertise; act of confirming formally as true, accurate, or genuine.	8.8 Workforce Certification - Reporting
Certification Crosswalk	Document listing the credit courses that correspond to a particular license or certification.	4.13 Workforce Certification in Curriculum
CHE	see Commission for Higher Education	
Cheating	Any attempt to give or obtain assistance in a formal academic exercise (ie., examination, paper, speech) without acknowledging the source.	4.20 Academic Integrity
CLEP - College Level Examination Program	College-level competence achieved outside the college classroom; course credit is given to students earning a satisfactory score on the examination indicating successful mastery of course material.	1.7 Credit for Prior Learning; 1.5 Initial Course Placement; 1.8 Prior Learning Crosswalk Dev.

Term	Definition	Policy/Policies
Clinical and Practice-based learning	Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.	4.14 Criminal Background Check and Drug Screening
Clinical Application	Students learning experience will be provided in a medical or health care facility. The clinical experience is designed to integrate the didactic knowledge, psychomotor skills, and affective behavior in a patient care setting. The direct supervision of the students is done by an appropriately credentialed clinical instructor/preceptor agreed upon between the health care facility and the Ivy Tech faculty.	6.14 Ratio Contact to Credit Hours
Clinical: Health Sciences	Student learning experiences provided in a health facility appropriate to the curriculum objectives. Supervision is provided by an Ivy Tech Community College faculty member; continuous supervision may be provided by a health professional.	6.14 Ratio Contact to Credit Hours
Clinical: Nursing	Student learning experiences provided in a health facility appropriate to the curriculum objectives. Continuous on-site supervision is provided by an Ivy Tech Community College nursing faculty member (60-minute hours, as per ISBN).	6.14 Ratio Contact to Credit Hours
College	Refers to Ivy Tech Community College	9.4 Intellectual Property
College Board	A not-for-profit membership association representing more than 5,900 colleges, universities and schools, the College Board leads national and international efforts to improve access to and readiness for higher education.	1.5 Initial Course Placement
College Sponsored Event, Activity, Conference or Ttravel Experience	One that is initiated, actively managed, planned and arranged by a member of the College faculty or staff, or by members of a recognized faculty and staff organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically or administratively.	4.29 Student Domestic Travel Policies 7.15 International Travel for Faculty/Staff
College Support	The use of College facilities, equipment, personnel and other College resources customarily made available to employees for the performance of their regular job duties.	9.4 Intellectual Property
Collegewide	Inclusive of all regional institutes, systemwide, composing one college.	4.19 Standards of Progress

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Term	Definition	Policy/Policies
Collegewide Crosswalks	A list of courses and the corresponding alternative methods to obtain competency for course credit.	1.8 Prior Learning Crosswalk Dev.
Collegiate Assessment of Academic Proficiency (CAAP)	A standardized, nationally normed assessment program from ACT to assess and evaluate student learning outcomes.	4.23 Gen Ed Outcomes Assessment
Commencement ceremony	A ceremony for the conferment of academic degrees.	4.28 Graduation Ceremony
Commission for Higher Education (CHE)	Coordinates planning and budgeting for higher education in Indiana while working closely with public and independent colleges and universities.	6.4 Changes to Program Inventory; 4.4 Secondary Initiatives
Communicable Disease	An illness due to a specific infectious agent or its toxic products which arises through transmission of that agent or its products from an infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment (410 Indiana Administrative Code 1-2.1).	9.8 Student and Faculty Health and Wellness
Community College Survey of Student Engagement (CCSSE)	A tool designed to identify institutional practices and student behaviors that are highly correlated with student learning and retention.	4.23 Gen Ed Outcomes Assessment
Community Service	Provide community service support as expected by college administration. This support may include, but is not limited to, efforts on behalf of the college to advance the college's relationships within its service area and efforts by a department/division of the college, related to the faculty member's appointment, to advance the department/division's relationships within its service area.	7.2 Faculty Loading
COMPASS	Refers to either the Windows-based version, formally titled COMPASS/ESL by ACT, or the Internet-based version, just titled e-COMPASS	1.5 Initial Course Placement
Competency	A set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in individuals.	4.3 Credit Awards; 4.16 Grading Student Learning 4.18 Grade Appeals
Compliance	The process or procedure to ensure that an organization follows relevant laws, regulations and rules.	9.1 Campus Security
Computer Resources	Including, but not limited to, hardware, software, systems, networks, data stored, transmitted or accessed using College computers and College provided access to e-mail, Intranet, Internet, World Wide Web, or any other internal or external service, server or provider.	9.7 Computer Usage
Continuous Evaluation	Evaluating student progress throughout the course using of a variety of methods.	7.13 Glenn and Mary Catherine Sample Award

Term	Definition	Policy/Policies
Co-op	Paid employment in a field closely related to the student's major. On-site supervision is provided by an agency/company employee.	6.14 Ratio Contact to Credit Hours
Copyright	The exclusive right of the author/owner to reproduce the copyrighted work, create derivative works based on the original, distribute or sell the work, and to display or publicly perform the work. Copyright protects the work against unauthorized use or copying.	9.4 Intellectual Property; 9.6 Use of Copyright Materials
Copyrightable Work	An original work of authorship fixed in a tangible format of expression. Copyrightable works include, but are not limited to, books and other literary works, articles, dramatic works, musical compositions, sound recordings, choreographic works, visual artworks, photographs, motion pictures, multimedia products and software.	9.4 Intellectual Property
Counseling	A service to students who seek career, academic or personal help; an atmosphere conducive for decision-making.	4.19 Standards of Progress
Course Credential Standard	Credentials other than the program/discipline standard that may appropriately qualify one to teach a specific course. Examples might include a licensure, certification, specialty coursework, etc. specific to the single course.	7.1 Faculty Credentials
Course Developer	Faculty and/or staff member, or team of faculty/staff members hired or appointed by the Center for Instructional Technology to complete a designated distance education course development project. The developer is responsible for creating and posting all materials in a Blackboard course site for an assigned course development project.	6.10 Distance Education Course Design and Development
Course Drop	Removing a course from a student's record so that no record of the dropped course remains on the transcript.	3.2 Course Repeat, Drop and Add
Course Evaluation	A part of the faculty evaluation process involving review of faculty performance relating to their course(s) consisting of reviewing the syllabus, assessment methods and methods of instruction in the classroom.	7.3 Faculty Evaluation Process
Course Mentor	Provides leadership, guidance, and ongoing maintenance to a fully developed Statewide Online Course of Record.	6.10 Distance Education Course Design and Development
Course Outline of Record	The standard used for consistency in course syllabi, in accreditation standards and as the basis for transfer articulation agreements.	4.21 Embedded course evaluation; 4.7 Assessment of Students at a Distance

Term	Definition	Policy/Policies
Course Outline of Record (CORWeb)	Identifies essential information and criteria for teaching a course. Important components include course title, description, major learning objectives, course content, faculty credentials, etc. A course outline of record is required for each course offered as part of an Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Technical Certificate, and Certificate.	6.8 Program Curriculum Development and Maintenance; 6.9 Dev. And Main. Of Special Topic
Courses Only	Classification of non-degree seeking students.	1.2 Standards for Admission
Covered Students	A current or formerly enrolled student, 18 years of age or enrolled in higher education, whose student records are covered by FERPA guidelines.	3.6 FERPA
Creator	Any faculty or staff or student who develops or creates intellectual property.	9.4 Intellectual Property
Credential Evaluation	A formal assessment of a degree or diploma from a foreign country to determine equivalency of coursework completed in the U.S. Credential evaluations are typically required for employment, further education or immigration purposes.	1.4 Credential Evaluation for International Students
Credentialing Requirement	An objective evaluation and documentation of a person's current licensure or degree; training or experience; competence or certification, and the ability to meet a nationally accepted standard.	7.14 Adjunct Faculty Awards
Credit hours	According to federal regulation 34 CFR 600.2, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.	6.14 Ratio of Contact to Credit Hours
Crosswalk	A diagram illustrating various learning pathways to degree programs.	1.7 Credit for Prior Learning
CTL – Core Transfer Library	A list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades.	1.6 Transferring Courses into Ivy Tech

Term	Definition	Policy/Policies
Cultural Awareness	Encompasses the recognition of differences and similalrities among people from which individuals can begin to understand, appreciate, respect, and value each other. These differences and similarities include, but are not limited to, ethnicity, religion, age, gender, culture, cognitive ability, life experiences, history, family situations, and traditions.	4.30 International Travel for Students
Cumulative GPA	A student's cumulative grade point average (GPA) reflects an average of grades for all Ivy Tech coursework taken, regardless of term.	4.17 GPA Calculation
Currently Enrolled Student	One who is currently registered at the College whether on a full- or part-time basis. There may be times when an individual who is not currently a student may wish to participate in travel, for example, when a student who was enrolled spring and will be enrolled in fall is not taking courses during a summer term.	4.29 Student Domestic Travel Policies
Curricula	Courses of study offered by an educational institution.	6.6 Curriculum Standards
Curriculum Committee	Charged with the development and maintenance of the curriculum in their program/discipline; membership consists of one program faculty, usually the program chair, from each region.	6.9 Development and Maintenance of Special Topic
Curriculum Committee	Statewide committees, comprised of program faculty, created for the purpose of curriculum maintenance and other program-specific business.	7.8 Employee-authored texts
Curriculum Development	Defining program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.	7.13 Glenn and Mary Catherine Sample Award
Curriculum Development and Maintenance	Recommendations include, but not limited to, defining program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.	6.8 Program Curriculum Development and Maintenance; 6.9 Special Topic and Internship
Curriculum of Record	A listing of course prefixes, titles, numbers and credit hours that comprise the courses for a program of study; a Curriculum of Record exists for each program, degree and certificate offered by the College.	6.9 Development and Maintenance of Special Topic

Term	Definition	Policy/Policies
Curriculum of Record (CRWeb)	A listing of course prefixes, titles, numbers, and credit hours that comprise the General Education Core, Professional/Technical Core, and Statewide Elective List for a program of study. A Curriculum of Record will exist for each Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Technical Certificate, and Certificate offered by the College.	6.8 Program Curriculum Development and Maintenance
Degree	An academic title attached to completion of a specific course of study. The College offers the following degrees: Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), and Associate of Fine Arts (AFA).	6.6 Curriculum Standards
Disruptive Behavior	Behavior in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech.	9.2 Safe Campus Environment
Distance Education Course	All currently recognized types of distance education courses offered at Ivy Tech Community College, as defined in 6.10 - Distance Education Course Design and Development. Where a distinction is made for a specific type of course, that course type name will specifically be used in this policy.	4.5 DE Course Scheduling; 4.6 Course Delivery Considerations for Courses at a Distance
Distance Learning Platform	A virtual learning environment designed to support teaching and learning in an educational setting.	7.9 Adjunct Faculty Compensation
Double-Up for College	High school students earning high school and Ivy Tech Community College credit simultaneously.	
Drop	The process by which a student chooses to discontinue enrollment in a course prior to the first day of class or within the 100% refund period.	4.8 Attendance Expectations
Drug Screening	Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid/saliva - to determine the presence or absence of specified parent drugs or their metabolites.	4.14 Criminal Background Check
DSO: Designated School Official	The person at each campus who the Federal law and regulations require to update and maintain the SEVIS records of non-immigrant students in F and M visa categories.	1.4 International Student Admissions; 1.3 English Proficiency for International Students
DSST: Dantes Subject Standardized Test	Credit-by-examination tests designed to allow a student to demonstrate proficiency in an area of study normally taught at a college or university.	4.3 Credit Awards; 1.5 Initial Course Placement; 1.8 Prior Learning Crosswalk Dev.

Term	Definition	Policy/Policies
DSST: Dantes Subject Standardized Test	Tests developed by Chauncey Group International and designed to allow a student to demonstrate proficiency in an area of study normally taught at a college or university.	1.7 Credit for Prior Learning;
Due Process	The administration of justice according to established rules and principles; based on the principle that a person cannot be deprived of life or liberty or property without appropriate legal procedures and safeguards.	4.18 Grade Appeals
Earned Credits	Earned credits reflect credits for coursework for which a student has earned a passing grade.	4.17 GPA Calculation
Eligible Students	Students will be eligible to have their records evaluated for reverse transfer if they transferred a minimum of 15 credits to the partner institution and have in turn earned a total of 75 credits among all institutions.	1.6.1 Reverse Transfer
EEO – Equal Employment Opportunity	Laws that make it illegal to discriminate against a job applicant or an employee during hiring, termination, promotion, harassment, training, wages and benefits based on the applicant or employees race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetics.	5.11 Third Party Recruiting; 5.9 Employment Professionals
Embedded Course Evaluation	Takes place in a class or a group of classes to determine whether students have met specified student learning outcomes.	4.21 Embedded course evaluation
Employment Professionals	Any person seeking college students for a job such as a human resource representative.	5.9 Employment Professionals
English proficiency	Requires the "appropriate school authority" to determine "that the prospective student's qualifications meet all standards for admission." This is a general requirement that encompasses all of a school's standards for admission, including the school's English language proficiency standards. English proficiency is also a required field in SEVIS, for creating and issuing Form I-20.	1.3 English Proficiency for International Students
Enrollment	The act whereby individuals become students by the process of selection of classes and payment of fees.	4.19 Standards of Progress
Equity	The proportionate share (ownership interest) of the intellectual property and its value held by each of the owners.	9.4 Intellectual Property
ESL Program	English as a Second Language program.	1.3 English Proficiency for International Students
Evaluation	Both a judgment on the worth or impact of program/service, procedure, and the process whereby that judgment is made.	

Term	Definition	Policy/Policies
Extended Year Agreement	A full or partial agreement for the summer term offered to those faculty members who have been on a full-time agreement during the previous nine months if summer enrollment and budget permit, plus four non instructional days.	7.2 Faculty Loading
F-1 Student	A nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System).	1.4 International Student Admissions; 1.3 English Proficiency for International Students
Faculty Advisor	Provide program specific academic advising to continuing students and/or transfer students that are program ready. Assist students with individual academic plans, academic career goals and program curriculum. Help students make the connections between their academic coursework and future career choices within the community. The Faculty Advisor will refer students to appropriate internal and external resources that foster student success.	3.1 Advising
Faculty Mentor	A senior faculty member who provides a variety of support and guidance to graduate student interns and/or new faculty.	7.10 Grad. Student Intern Teaching
Fair Use	The limited use of copyrighted material for instructional, review or other purposes.	9.6 Use of Copyright Material
Federal Credit Hour	A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.	6.14 Ratio of Contact to Credit Hours

Term	Definition	Policy/Policies
FERPA - Family Educational Rights and Privacy Act	A federal law that protects the privacy of student education records.	3.4 Release of Dependent Student's Information 3.5 Office of the Registrar Functions 3.6 FERPA 4.12 Library Records Privacy
Foreign Language	A language other than English.	1.5 Initial Course Placement
Full Time Administrative Faculty Agreement	A 12-month agreement designed for faculty whose primary role is administrative (School Deans). Under this agreement, faculty retain their faculty classification, but follow a typical administrative employee weekly work schedule and accrue leave at the administrative employee rate.	7.2 Faculty Loading
Function	Responsibility expected of an organizational unit or member of that unit.	
General Education	General education is intended to prepare students with introductory knowledge in several disciplines, laying the academic foundation necessary for lifelong learning and productive citizenship. A foundational set of learning outcomes are established for students completing associate degrees, with additional competencies for students in transfer and STEM programs. At Ivy Tech, general education in transfer curricula is consistent with the Indiana Statewide General Education Core comprised of foundational intellectual skills (written communication, speaking and listening, and quantitative reasoning) and ways of knowing (scientific ways of knowing, social and behavioral ways of knowing, and humanistic and artistic ways of knowing).	6.3 Academic Degree Structure
Generalist advisor	Provide developmental academic advising for new and continuing students using a case management approach. Assist students in defining personal and academic career goals, interpreting and understanding placement scores, program curriculum and pre-requisites, developing individual academic plans, and developing basic skills to register for courses, as appropriate. The Academic Advisor will refer students to appropriate internal and external resources that foster student success.	3.1 Advising

Term	Definition	Policy/Policies
Global Citizen	Defined as an individual who is able to function productively within an international and culturally diverse business, academic, and civic environment. This individual possesses a high level of communication and language skills, cultural awareness, flexibility, and problem-solving.	4.30 International Travel for Students
Global Competence	Comprises conceptual understanding and applicable knowledge of social, cultural, political, and economic concepts that impact the world. Global competence includes: Fundamental knowledge and skills pertaining to core academic subjects such as English, reading comprehension, writing, mathematics, science, economics, humanities/arts, foreign languages, history, and geography. Applied knowledge and skills such as critical thinking, problem solving, oral and written communication, dynamic decision making, teamwork, information technology application, leadership, creativity, innovation, lifelong learning, professionalism, and ethics. Respect and openness for different cultures, customs, and professional practices. Knowledge of the politics of international economic factors leading to economic growth. Recognition of the fundamentals of global markets and creative entrepreneurship. Comprehension of environmental and economic issues that impact national and global security. Realization and potential impact of emerging global challenges. An understanding of intercultural and global issues tied to trade and commerce patterns, population migrations (immigration), human rights, and other interdependent issues. An awareness of environmental sustainability and issues regarding energy consumption.	4.30 International Travel for Students
Goal	A statement reflecting conditions sought in pursuit of the mission and values of an organization.	6.3 Academic Degree Structure
Globally Competitive Individual	One that is well-educated and able to rapidly adapt to and compete effectively within a changing worldwide labor market.	4.30 International Travel for Students
Goal	A statement reflecting conditions sought in pursuit of the mission and values of an organization	6.3 Academic Degree Structure
Grade Point Average	The grade point average (GPA) is a numerical indication of the student's performance in all courses in which quality points can be earned.	4.17 GPA Calculation
Guide Dog	A carefully trained dog that serves as a travel tool by persons with severe visual impairments or whois blind.	5.4 Use of Service Animals
H - Hybrid	Online + Face-to-Face; students in these online courses are expected to attend laboratory, practical, and/or other classroom activities on campus.	6.10 Distance Education Course Design and Development

Term	Definition	Policy/Policies
H - Online + Face-to-Face	Students in these online courses are expected to attend laboratory, practical, and other activities on campus. For a course to be identified as a hybrid course for purposes of counting enrollments, no less than 1/3 of the traditional contact hours of the course may be assigned on campus. The online component includes significant activities which require engagement between faculty and student as well as from student to student. All on-campus hybrid experiences should be related to the learning and demonstration of course content. If test proctoring is conducted on-campus, this must be in addition to the 1/3 of traditional contact hours scheduled on the campus. Notes on specific dates and times of meetings need to be provided to students through the registration system at the time of registration.	6.10 Distance Education Course Design and Development
Harassment	Conduct causing alarm, or creating a risk by threatening to commit crimes agains persons or their property or making unwelcome sexual advances or requests for sexual favors.	9.2 Safe Campus Environment
Harassment	The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands	9.3 Non-Discrimination
Hazing	An initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.	9.2 Safe Campus Environment
Hearing Dog	A dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.	5.4 Use of Service Animals
High School-based Dual Credit	Simultaneously earning high school and Ivy Tech credit for coursework taught in a secondary school by secondary faculty.	4.3 Credit Transfer Awarding/Dual Credit
Higher Learning Commission (HLC)	An independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.	6.6 Curriculum Standards; 6.1 Institutional Effectiveness; 4.23 Gen Ed Outcomes Assessment
Home campus	The campus of record for a student's transcripts, financial aid, and other support functions	2.2 Fees and Billing for Distance Education 4.19 Standards of Progress 5.2 Distance Education Student Support

Term	Definition	Policy/Policies
Honorary degree	An academic degree for which a degree-awarding institution has waived the usual requirements, such as matriculation, residence, study and the passing of examinations.	4.26 Honorary Associate Degrees
Housing	On or off-campus residential facilities including but not limited to residence halls, apartments, townhomes, or stand alone houses.	5.13 Student Housing
Human Subjects	Living individuals about whom a researcher obtains data through intervention or interaction with the individual, or identifiable private information.	9.5 Research Involving Human Subjects
Humanitarian	Having concern for or helping to improve the welfare and happiness of people.	4.26 Honorary Associate Degrees
I -Online Only	Course sessions take place online, although students may be required to take exams at an approved proctoring site (no more than two exams for program level coureses and no more than four exams for academic skills advancement classes). Most activities are asynchronous, although the course could involve schedule activities such as online office hours, chats, or other "real-time" presentations. These activities must be posted on the class schedule at the start of the class and should be optional. If a synchronous activity is assessed as a part of the grade of the course, an alternate asynchronous activity must be available if a synchronous activity is required. No time in the traditional classroom is required.	6.10 Distance Education Course Design and Development
IB - International Baccalaureate	Program of international education offered in some high schools; credit awards give to students who score high enough on exams.	4.3 Credit Awards; 1.7 Credit for Prior Learning; 1.8 Prior Learning Crosswalk Dev.
IELTS	International English Language Testing System	1.3 English Proficiency for International Students
Immunity	The biological state of inherited, acquired or induced resistance to an infectious agent or its products.	4.15 Vaccines and Immunizations
Immunization	Stimulation of immunity by injection or other administration of a weakened (attenuated) infectious agent, inactivated infectious agent or component of an infectious or toxin-producing agent.	4.15 Vaccines and Immunizations
Independent Works	Works created, developed, or produced wholly on the employee's own time and without any College support.	9.4 Intellectual Property
In-State General Fees	This general fee rate is assessed in accordance with the State Board of Trustees resolution to all students who meet the Colleges' state residency requirements.	2.1 Tuition and Fees

Term	Definition	Policy/Policies
Institutional Requirements	Institutional requirements, as it relates to academic program structure, is a category which encompasses the student success requirement and, in the case of associate programs, the capstone course.	6.3 Academic Degree Structure
Institutional Support	Provide support as expected by college administration including, but not limited to, curriculum development, classroom management, accreditation efforts, committee and task force assignments that may be ad hoc or standing, attendance and assistance at campus activities such as semester kickoff activities, commencement, and other events that are college-wide in nature or specific to the faculty member's division/department, active participation in academic or regional planning and budgeting events, and collaborative efforts with other regions of the college.	7.2 Faculty Loading
Instructor of record	The name of the faculty member corresponding to the class section and responsible for the day-to-day classroom instruction and/or the assignment of grades.	7.10 Grad. Student Intern Teaching
Intellectual Property	Any copyrightable or patentable work.	9.4 Intellectual Property; 9.6 Use of Copyright Material
Interlibrary Loan (ILL)	A service in which a library borrows material or receives photocopies of articles from another library to fulfill a patron need.	4.12 Library policies
International Students	Students who are non-immigrant aliens who are allowed to enter the U.S. for a specific purpose and for a limited period of time. Many receive an F-1 student visa and enter the U.S. in F-1 status to pursue a full course of study toward a degree at an academic institution. International students may also seek an M-1 student visa if they are entering to pursue a course of study at a vocational or non-academic institution. There are many other visa classifications that may or may not permit enrollment at a post-secondary institution.	1.4 International Student Admissions

Term	Definition	Policy/Policies
International Study	Short- or long-term study abroad is: connected to program curriculum as part of a standardized credit course that is approved by program curriculum committees and the Regional Academic Offices Committee; delivered in a structured manner that meets all cobjectives with projects and assignments that require ongoing reflection through journaling and discussion, in-depth experiential study with host country participants, and written and oral presentations. Assignments could also include service learning projects.	4.30 International Travel for Students
International Travel	International travel may include faculty, staff, students, alumni, and/or individuals from the community who participate to gain cultural awareness and historical perspective; to learn how colleges, governments, and businesses and industries operate in other countries; and/or to supplement the college experience by studying and enjoying other customs, environments, and lifestyles. International travel can be part of a service learning/civic engagement project.	4.30 International Travel for Students
Internship/Externship	An experience that serves to synthesize a student's education and to apply it to a workplace setting. These are usually undertaken near the end of a student's program of study so as to reflect the whole of the student's educational experience. Supervision is provided by an Ivy Tech Community College faculty member; on-site supervision is provided by an agency/company employee.	6.14 Ratio Contact to Credit Hours
Ivy Tech-based Dual Credit	High school and Ivy Tech credit obtained simultaneously when a school corporation sends secondary students to Ivy Tech campus or invites an Ivy Tech faculty to teach an Ivy Tech course to high school students at the secondary facility.	4.3 Credit Transfer Awarding/Dual Credit
J-1 Status	Non-immigrant status conferred on exchange visitors participating in DOS approved exchange visitor programs who meet the requirements outlined in 8 CFR 214.2(j)(1).	1.4 International Student Admissions; 1.3 English Proficiency for International Students
JobZone	A single mechanism that provides electronic access to job postings and other employment related resources.	5.7 Career Services
Laboratory	Scheduled, faculty-structured learning activities in which the student reinforces, extends, and applies course content.	6.14 Ratio Contact to Credit Hours

Term	Definition	Policy/Policies
Learning Counts	A resource developed by CAEL used by students to evaluate their lifelong learning and develop a portfolio through which they demonstrate their prior learning and receive a transcript defining college credit recommendations.	1.7 Credit for Prior Learning; 1.9 Prior Learning Portfolio Standards
Learning Objective	Describes what learners will know or be able to do upon completion of the instruction.	4.16 Grading Student Learning
Leasing Agencies	Organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.	5.11 Third Party Recruiting
Lecture	Lecture, discussion, or other scheduled, faculty-structured learning activities in which content is presented in a sequential manner leading to accomplishment of course objectives.	6.14 Ratio of Contact to Credit Hours
Liberal Arts	Includes English language and literature, foreign language, the life sciences (such as biology and anatomy and physiology), mathematics, philosophy and religion, the physical sciences (such as chemistry, physics, and geology), psychology, the social sciences (such as economics, political science, and sociology), and the visual and performing arts.	6.14 Ratio Contact to Credit Hours; 4.3 Credit Transfer Awarding/Dual Credit
License	A contract in which a copyright or patent owner gives another permission to exercise one or more of the rights reserved for the owner under copyright or patent law.	9.4 Intellectual Property
Limited Enrollment Program	Are competitve majors at Ivy Tech Community College that control enrollment numbers based on accreditation and professional certification standards and available resources, e.g. credentialed faculty, clinical space availability, to maintain program quality.	1.2.1 Admission/Selection Criteria for Limited Enrollment Programs
Management	The supervision, guidance, and control of action required to carry out functions, activities, and services.	
Matriculation	The process of admitting or being admitted into a group, especially a college or university.	4.28 Graduation Ceremony
MELAB	Michigan English Language Assessment Battery	1.3 English Proficiency for International Students
Miscellaneous Student Fees	Fees charged for specific services; such as Returned Check Fee, Late Registration Fee, Course Test Out Fee, GED Test Fee, Deferral Fee, etc.	2.1 Tuition and Fees

Term	Definition	Policy/Policies
Mission	The enduring purpose or aspirations associated with a particular organization or organizational unit. It describes only the most general focus or direction.	
NACE - National Association of College and Employers	A professional association connecting college and university career services professionals with HR/staffing professionals focused on college relations and recruiting.	5.11 Third Party Recruiting; 5.9 Employment Professionals; 5.8 Career Services Conduct
NAFSA	National Association of Foreign Student Advisers	1.3 English Proficiency for International Students
Nine-month Agreement	Will cover a period corresponding to the fall and spring academic terms, plus 10 non-instructional days.	7.2 Faculty Loading
Non-immigrant	An alien who wishes to be admitted to the United States for a limited, temporary purpose, and who plans to depart the United States after completing that purpose.	1.4 International Student Admissions; 1.3 English Proficiency for International Students
Objective	Definitive subset of a goal describing a specific end to be achieved, and usually stating measurable outcomes.	
Online Course of Record	Common course of record which contains assignments, assessments, and learning activities approved by the Curriculum Committee responsible for that course.	6.10 Distance Education Course Design and Development
Online Courses	Course sessions take place online, although students may be required to take exams at an approved proctoring site.	6.10 Distance Education Course Design and Development
On-the-job-training	Process of learning a trade through planned, supervised work on the job. Usually conducted in cooperation with a labor untion. (60 minute hour).	6.14 Ratio Contact to Credit Hours
Originating Campus	The campus(es) from which students take distance courses.	5.2 Distance Education Student Support
Out-of-State General Fees	This general fee rate is assessed in accordance with the State Board of Trustees resolution to all students who do not meet the Colleges' requirements for state residency.	2.1 Tuition and Fees
Outsourcing Contractors	See Leasing Agencies	5.11 Third Party Recruiting
Owner(s)	The creator(s) of the property or the person(s) or organizations(s) to who rights to the property have been legally transferred.	9.4 Intellectual Property
Part of Term	Reflecting the actual start and end dates of the course, the part of term may run for the entire 16 weeks of the semester or may be a subset of that time, such as an 8-week course.	3.2 Course Repeat, Drop and Add
Partner/Handler	A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.	5.4 Use of Service Animals

Term	Definition	Policy/Policies
Partner Institution	A four-year college or university to which an Ivy Tech student has transferred.	1.6.1 Reverse Transfer
Patent	The right given to the owner to exclude others from making, using, selling, or importing a patented invention or discovery.	9.4 Intellectual Property
Patentable Work	Any new and useful discovery, process, machine, device, manufactured product, composition of matter or other invention that qualifies for protection under United States Patent Law.	9.4 Intellectual Property
PDSO: Primary Designated School Official	The person designated by a SEVP-approved school to have primary responsibility for students in that program and maintaining SEVIS records.	1.4 International Student Admissions; 1.3 English Proficiency for International Students
Pedagogical	Relating to or befitting a teacher or education	4.21 Embedded course evaluation
Performance Improvement Track	Employees are said to be on a performance improvement track when formal corrective action, i.e. first or second written performance improvement plan, termination, has been taken or is in process (Ivy Tech Employee Handbook, http://www.ivytech.edu/humanresources/handbook/ft/personnel-policies-and-procedures/general-college-operations/#performance_improvement, retrieved September 26, 2012).	7.4 Faculty Classification and Promotion
Persistence	A student's postsecondary education continuation behavior that leads to graduation.	
PLA Coordinator	Regional contact person who assists students interested in seeking a credit award for prior learning by facilitating the College's prior learning assessment process.	1.7 Credit for Prior Learning; 1.10 PLA Assessment Process
PLA Evaluator	Program chairs or their designee will serve in the role of PLA Evaluator to guide students seeking a credit award in their program. The PLA Evaluator evaluates the evidence of student learning, matching it to courses in their program.	1.9 Prior Learning Portfolio Standards; 1.10 PLA Assessment Process
Plagiarism	To pass off, use, copy or take the ideas or words of another, as one's own, without crediting the source.	4.20 Academic Integrity
Planning	Process concerned with making timely, rational, and systematic decisions to allocate resources in order to achieve future goals, and the evaluation of the results of these decisions.	
Portfolio	A compilation of faculty's work accomplishments that demonstrates acceptable professionalism, quality and work experience.	7.1 Faculty Credentials
Posthumous	Following or occurring after death.	4.27 Posthumous Degrees

Term	Definition	Policy/Policies
Postsecondary	Any education beyond high school; often referred to as higher education.	6.16 Advisory Committees
Practice-based Learning	Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.	4.14 Criminal Background Check; 4.15 Vaccine and Immunization Requirments
Practicum	A non-lecture based experiential application of student learning either from a particular course or from a set of courses in the discipline. Supervision is provided by an Ivy Tech Community College faculty member; continuous supervision is provided by an agency/company employee.	6.14 Ratio Contact to Credit Hours
Prerequisite	Skills that are required and/or demonstrated as a condition of attempting a given course.	4.2 Prerequisites
Prior Learning Portfolio	The compiled result of the student's completed evaluation instrument(s) and/or documentation of each course for which the student is seeking PLA credit.	1.9 Prior Learning Portfolio Standards
Process	A particular method of doing something generally involving a number of steps or operations.	
Professional Certification	A certificate by an external state, regional, national, or international agency that attests to significant breadth and depth of knowledge within a field of study.	7.1 Faculty Credentials
Professional Development	A comprehensive, sustained, and intensive approach to improving instructors' effectiveness in increasing student achievement.	7.7 Support for Presentations
Professional Development	Activity as expected by college administration. Such activity includes, but is not limited to, attendance and participation in workshops or conferences, in-service activities, and taking college or continuing education classes. These are activities that, upon successful completion, will improve the ability of the faculty member to carry out the specific assigned duties of the faculty appointment.	7.2 Faculty Loading
Program/Discipline Credential Standard:	The credential standard that applies to most courses in a given program or discipline. All faculty teaching liberal arts courses and all full time faculty members must meet program/discipline credential standards.	7.1 Faculty Credentials

Term	Definition	Policy/Policies
Professional Responsibilities	Full-time faculty are employed as professionals and are expected to give priority to their full-time commitment to Ivy Tech Community College. The nature of full-time employment inherently suggests that the position is an employee's primary work commitment and as such, involves an investment of considerable time in order to meet all expectations of the position.	7.2 Faculty Loading
Program Addition	New Programs of study added to the Ivy Tech program inventory following the completion of a defined approval process. The process culminates with the approval of the program by the Commission for Higher Education and the establishment of the new program on one or more Ivy Tech campuses. Once a program is offered within the Ivy Tech system, a modified process is followed by additional regions who wish to add the program to their regional inventory.	6.5 Adding New Programs
Program Elimination	No new students are admitted into the program and program is removed from program inventory.	6.4 Changes to Program Inventory
Program Leader	May be a faculty or staff employee of Ivy Tech Community College.	4.30 International Travel for Students
Program of Study	The combination of the students' major and degree defines his/her program of study and is tied to an established curriculum as defined by the curricula of record.	1.11 Establishing a Program of Study
Program Specific Core	Contains required coursework concentrated in a particular program or discipline. This coursework is identified by program curriculum committees and designed to develop program specific knowledge and skills in preparation for the workplace and/or transfer.	6.3 Academic Degree Structure
Program Suspension	Three year period during which no new students are admitted into the program, and after which the region must decide whether to resume or eliminate the program.	6.4 Changes to Program Inventory
Program/Discipline Credential Standard	The credential standard that applies to most courses in a given or discipline. All faculty teaching liberal arts courses and all full time faculty members must meet program/discipline credential standards.	7.1 Faculty Credentials
Provost	An administrative officer in a college or university who holds high rank and is concerned with the curriculum, faculty appointments, etc.	1.11 Establishing a Program of Study
Public Area	A space that is open and accessible to all, regardless of gender, race, ethnicity, age or socio-economic level (i.e., student commons, offices, library, and hallways).	5.4 Use of Service Animals

Term	Definition	Policy/Policies
Quality Hours	Quality hours are credit hours for courses in which quality points may be earned. They are used in calculation of a student's grade point average (GPA). Academic skills advancement courses are assigned grading designations, but no quality hours are earned.	4.17 GPA Calculation
Quality Matters	Quality Matters "is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components" (http://www.qualitymatters.org). Ivy Tech subscribes to the Quality Matters program and utilizes the Quality Matters rubric as a component of its online course development process. Quality Matters training programs are also in use at Ivy Tech.	6.10 Distance Education Course Design and Development
Quality Points	Quality points are numerical values indicating the quality of student performance in credit courses, with an A=4, B=3, C=2, D=1, and F/FW=0. The quality points earned for a course equal the quality point value times the number of credits. Academic skills advancement courses are assigned grading designations, but no quality points are earned.	4.17 GPA Calculation
Readmission	Previously enrolled students who cease attendance for six or more consecutive semesters are required to apply for readmission to the college.	1.11 Establishing a Program of Study
Reasonable Accommodation	A modification or adjustment that enables an individual with a disability to have equal access to institutional programs and services.	5.3 Accommodation for Admitted Students
Reasonable Progress	Annual progress sufficient to ensure the completion of the required credential in the required timeframe, as described in the professional development plan.	7.1 Faculty Credentials
Reasonable Search	A search for a faculty member must be posted internally statewide and through at least two of the following means: APN (Academic Position Network); major regional newspapers; professional publications; college search - circulation of the announcement among other institutions; or other documented external search(es).	7.1 Faculty Credentials
Reclassification	Designation of an existing position to a different class as a result of proof of accomplishments according to specific criteria.	7.4 Faculty Classification and Promotion

Term	Definition	Policy/Policies
Recognized Student Orizanization	One that has been formed for reducational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Ivy Tech, has been approved by the Office of Student Life, and maintains a current registration status with the Office of Student Life.	4.29 Student Domestic Travel Policies
Record	An academic record includes paper documents, electronic files, microfilm, and other materials that contain information personally identifiable, directly related to a student, and maintained or used by the College.	3.4 Release of Dependent Student's Information; 3.6 FERPA
Regional Academic Officer	Person responsible to the institution's chancellor with oversight of all educational affairs and activities, including research and academic personnel.	6.2 Academic School Structure; 8.6 Apprenticeship; 7.7 Support for Presentations
Regionally Accredited	Institutions which are accredited by one of the following six regional institutional accrediting associations: Middle State Association of Colleges and Schools (MSA); New England Association of Schools and College (NEASC); North Central Association of Colleges and Schools (NCA); Northwest Association of Schools and Colleges (NASC); Southern Association of Colleges and School (SACS); and Western Association of Schools and Colleges (WASC)	7.1 Faculty Credentials
Regionally Assessed Non-standard Course Fee charges	Charges for a specific course over and above the standard College fee structure. These fees are assessed on a credit hour basis or course specific charge.	2.1 Tuition and Fees
Registered	Students are considered "registered" when fees have been paid or payment arrangements have been made.	
Registrar	An officer of an educational institution responsible for registering students, keeping academic records, and corresponding with applicants and evaluating their credentials.	3.5 Office of the Registrar 4.12 Library Records Privacy
Registration	The act whereby individuals become students or reaffirm their status as a student in the College through the process of course reservation and fee payment.	4.12 Library Records Privacy; 8.4 Record Retention
Registration Process	The registration process includes financial aid, program advising, selection of courses and payment of fees.	4.19 Standards of Progress
Religious Holiday	A day specified for religious observance.	4.8 Attendance Expectations

Term	Definition	Policy/Policies
Remediation	The act or process of correcting a fault or deficiency.	
Residency Requirement	In order to obtain a degree or certificate, students must earn at least 15 of the credit hours at Ivy Tech as a regular student in the chosen program of study and not through transfer of credit, test-out, or other means. In the case of certificates that require less than 30 hours for completion, at least 50% of 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. In the case where completion for a degree results in receipt of a certificate, residency rules apply only to the credential with the greatest number of required credits. Exceptions to this standard including accreditation body requirements* must "demonstrate structures or practices that ensure coherence and quality to the degree. Consortial arrangements are considered to be such structures". (The Assumed Practices, retrieved July 27, 2012 at http://ncahlc.org/Information-for-Institutions/assumed-practices.html)	1.6 Transferring Courses into Ivy Tech 1.7 Credit for Prior Learning; 4.25 Degree/Certificate Completion and Graduation Requirements
RO: Responsible Officer	The person designated by a Department of State authorized exchange visitor program sponsor to have primary responsibility for exchange visitors in that program and maintaining SEVIS records.	1.4 International Student Admissions; 1.3 English Proficiency for International Students
Reverse Transfer	The process of evaluating a former Ivy Tech student's record to see if, with the addition of work taken at a transfer institution, the student now qualifies for an Ivy Tech degree.	1.6.1 Reverse Transfer

Term	Definition	Policy/Policies
S – Synchronous Online Video	These video courses use live webcast technology and can be accessed by the student via any broadband connection so they may be able to participate from an off-campus location that has these capabilities. Students and instructors can communicate synchronously with each other throughout the scheduled time of the course. This course may be supplemented by additional online content, but at least 2/3 of the contact hours are assigned to the synchronous video activities. These video courses can be accessed by the student via any broadband connection so they may be able to participate from an off-campus location that has these capabilities. A microphone/headset is required. A webcam may be required by the instructor. PC/Mac computer meeting the currently published minimum standards on the College's web site for distance learning is required. Broadband connectivity (cable modem, DSL, or LAN/T1 or higher) is required. Students with dial-up access will not be able to participate in these classes from home and will need to arrange for viewing site on campus or at a learning center.	6.10 Distance Education Course Design and Development
Sabbatical	A length of time away from normal academic duties in order to fulfill a goal that is mutually beneficial to the applicant, to students, and the institution.	7.6 Sabbatical
Sanction	A penalty, specified or in the form of moral pressure, that acts to ensure compliance or conformity.	4.20 Academic Integrity; 5.12 Drug-Free Workplace
SAP Appeal Committee	Appeals filed by terminated students are received and coordinated by financial aid staff. The appeal is reviewed by the SAP appeal committee, comprised of a minimum of four individuals, two from faculty and/or academic staff, one from student affairs and one from financial aid.	4.19 Standards of Progress
Section Change	Moving from one section of a course to another section of the same course.	3.2 Course Repeat, Drop and Add
Seizure Response Dog	A dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance.	5.4 Use of Service Animals
Self-dealing	Implied when the primary benefit of a financial transaction applies to an individual or the narrow interest of a few.	7.8 Employee-authored texts

Term	Definition	Policy/Policies
Self-pay Student	Students whose education-related expenses are paid through personal or private funds as opposed to receiving financial assistance from the College and federal or state government.	4.19 Standards of Progress
Serologic Tests of Immunity (titers)	A quantitative measure of antibody specific for a particular infectious agent, its components or products in a biological specimen, such as blood.	4.15 Vaccines and Immunizations
Service Animal	According to the U. S. Department of Justice, service animals are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, protecting people having a seizure and other special tasks. A person with a disability uses a service animal as an auxiliary aid, similar to using a cane, crutches or a wheelchair. The most common service animal is a dog but a few other animals have been presented as service animals. Some examples of services animals include, but are not limited to: guide dog, hearing dog, sig dog, seizure response dog, or service animal in training.	5.4 Use of Service Animals
Service Animal in Training	An animal being trained has the same rights as a fully trained animal when accompanied by a trainer and identified as such.	5.4 Use of Service Animals
Six Consecutive Semesters	All three semesters in an academic year (summer, fall and spring or fall, spring and summer or spring, summer and fall) for two years.	1.11 Establishing a Program of Study
Social Media	Any facility for online publication and commentary, such as message boards, blogs, wikis, video/photo sharing sites such as Flickr and YouTube, and social networking sites such as Facebook, Twitter, and LinkedIn.	
Sponsored Event	One that the College endorses by supporting it financially, or by sending faculty and staff to participate as official representatives of the College	4.29 Student Domestic Travel Policies 7.15 International Travel for Faculty/Staff
STAC	Statewide Transfer and Articulation Committee	4.4 Secondary Initiatives
Staffing Services	Organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.	5.11 Third Party Recruiting

Term	Definition	Policy/Policies
State Wide Program/Discipline Curriculum Committee	Committees charged with the development and maintenance of the curriculum in their program/discipline. Committee membership will consist of one instructor of the program, usually a program chair, from each region authorized to offer the degree program. The distance program advisor may represent those regions offering the distance program, where no land-based program exists. Regions are responsible for selecting program/discipline committee members.	1.21 Admission/Selection Criteria for Limited Enrollm+D149ent Programs 6.8 Program Curriculum Development and Maintenance
Statewide Electives	A list of curriculum committee-identified courses from which the student chooses based on individual interest or need.	6.3 Academic Degree Structure
Statewide Online Course of Record	All online courses developed at Ivy Tech will utilize a common course of record which contains assignments, assessments, and learning activities approved by the Curriculum Committee responsible for that course. The course of record will contain a full set of assignments, assessments, and learning activities and will utilize a common textbook regardless of originating location.	6.10 Distance Education Course Design and Development
Status Codes	Status codes do not involve the assignment of quality points and have no impact upon the grade point average. Status codes include W, AW, AU, S, U, V, and I.	4.17 GPA Calculation; 4.16 Grading Student Learning
Student Affairs	A set of activities and functions designed and organized to meet specific student development needs and administrative requirements.	4.19 Standards of Progress
Student Evaluation of Instruction	A part of the faculty evaluation process involving review by students of faculty classroom performance.	7.3 Faculty Evaluation Process
Studio	Students execute prescribed techniques and methods specific to their chosen media to complete required course work and to develop their individual visual points of view. Typically done in conjunction with a lecture/demonstration component involving individualized faculty contact.	6.14 Ratio Contact to Credit Hours
Synchronous	Occurring or existing at the same time.	DE Student Enrollment
Task	A specific project or action undertaken to achieve goals and objectives by expending resources over some specific period of time.	4.19 Standards of Progress
Teaching Load	Encompasses all instruction, including, but not limited to all credit, non-credit, traditional, hybrid, Corporate College, and distance courses.	7.2 Faculty Loading
Technical/Program Outcomes	Learning outcomes defined by the faculty curriculum committee representing each academic program. The outcomes articulate the professional knowledge and skills required for the field the students have prepared to enter.	4.22 Technical/Program Outcomes Assessment; 3.6 FERPA

Term	Definition	Policy/Policies
Temporary Agencies	See Staffing Services	5.11 Third Party Recruiting
Third Party	The student is the party of the first part, Ivy Tech Community College of Indiana is the party of the second part, and the requester is the third party.	4.19 Standards of Progress; 3.6 FERPA
Third Party Recruiters	Agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not-for-profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.	5.11 Third Party Recruiting
TOEFL	Test of English as a Foreign Language	1.3 English Proficiency for International Students
Transcript	An official copy of a student's academic record.	3.7 Academic Transcripts
Transfer Cluster	Courses that matriculate into the baccalaureate program into which the student plans to transfer. Transfer cluster courses are identified by the receiving institutions through articulation agreements. To count toward meeting Ivy Tech degree requirements, a course selection in this category must be identified as meeting a transfer institution degree requirement on one or more discipline-specific transfer agreements, or be relevant or related to the discpline.	6.3 Academic Degree Structure
TransferIN	Courses identified in the Indiana Core Transfer Library.	7.1 Faculty Credentials
Travel Organization	May be a contracted vendor that provides travel services including itinerary development, tours, and travel arrangements.	4.30 International Travel for Students
Twelve-month Agreement	Will cover a period corresponding to the fall, spring and summer academic terms, plus 14 non-instructional days. The salary for the 12-month faculty contract is equal to the nine-month base salary plus 33.5%.	7.2 Faculty Loading
V - IP Video	Students attend class at a designated time and place and the instructor may be at a different location; students and instructors can communicate synchronously with each other throughout the scheduled time of the course.	6.10 DE Student Enrollment
V – Verified Competency	A status for which credit is earned, but no grade is assigned.	1.7 Credit for Prior Learning
WebCAPE	A computer-based placement testing program for foreign language.	1.5 Initial Course Placement

Term	Definition	Policy/Policies
Weeding	A decision-making process by which judgments are made to retain, store, or remove items in the library collection. (Other terms include: de-selection, discarding, and reverse selection.)	4.10 Maintenance of the Collection 4.11 Print Materials Weeding for the School of Nursing and School of Health Sciences
Withdrawal	A status on the transcript resulting from a student discontinuing enrollment in a course after the first week of the term through completion of 75% of the course. A student who fails to withdraw will be assigned a grade for the course.	4.8 Attendance Expectations; 3.3 Student Withdrawal
Withdrawal	As opposed to a drop, a withdrawal from a course is reflected on a student's transcript with a status code denoting withdrawal.	4.8 Attendance Expectations; 3.3 Student Withdrawal
Workforce Certification	Validation of skills by providing Indiana residents with access to portable, third-party, industry-recognized credentials. This is done in a variety of ways, including employment testing, skill assessments, certification testing and professional licensure testing.	8.7 Workforce Certification Services and Responsibility; 8.8 Workforce Certification - Reporting
Workplace Specialist License	A workplace specialist license has been issued by the Indiana Department of Education to an Indiana teacher who is eligible to teach in a grade 9 through 12 vocational or career and technical education program.	7.1 Faculty Credentials