   
**NEWS RELEASE**

FOR IMMEDIATE RELEASE – MONTH DAY, YEAR

Contact: Chris Schilling, Director of Marketing, 812-900-4829, cschilling1@ivytech.edu.

**Short One-Line Headline that Summarizes the Information**

First paragraph that succinctly describes the news you would like to share. Include time, date, and location if this press release is regarding an event.

Second paragraph should expand on the first paragraph. Provide additional details.

“The third paragraph can include a quote from an individual (faculty, staff, administrator, or student) who is involved in the news you are sharing,” said Person’s Name, Include Title. “Usually two to three sentences is all that is needed for a quote.”

Fourth paragraph should describe the bigger picture, such as why this is important or how this will affect the college or community.

Fifth and sixth paragraphs should be used for any additional information or to quote a second individual involved.

Try to keep press releases as concise as possible. Once finished, please send to Chris Schilling, Marketing Director, at [cschilling1@ivytech.edu](mailto:cschilling1@ivytech.edu) for review.

**About Ivy Tech Community College**

Ivy Tech Community College is Indiana’s largest public postsecondary institution and the nation’s largest singly accredited statewide community college system, accredited by the Higher Learning Commission. Ivy Tech has campuses throughout Indiana and serves thousands of students annually online. It serves as the state’s engine of workforce development, offering associate degrees, short-term certificate programs, industry certifications, and training that aligns to the needs of the community. The College provides seamless transfer to other colleges and universities in Indiana, as well as out of state, for a more affordable route to a bachelor’s degree. Follow Ivy Tech on [Facebook](https://www.facebook.com/ivytech), [Twitter](http://www.twitter.com/ivytechcc), [Instagram](http://www.instagram.com/ivytech), and [LinkedIn](https://www.linkedin.com/school/ivy-tech-community-college/) for the most up-to-date information.

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