



IVY TECH
COMMUNITY COLLEGE

MADISON



Dual Enrollment Handbook

2025/2026



TABLE OF CONTENTS

Welcome to Ivy Tech Madison	4
Dual Enrollment Overview	5
Ivy Academic Calendar	7
Weather-Related Closures and Delays	8
Breaks and Schedule Conflicts	8
Student Conduct	9
Transportation	9
Grade Reporting	10
Appeal of a Grade	11
Complaint Procedures	12
FERPA and Student Privacy	13
Student Communication Process	14
Parent and Guardian Involvement	14
Drop/Add and Withdrawal Procedure	15
Student Support Services	16
Student Success Coach	17
Disability Support Services	18
IvyAlert: Emergency Notification System	19
Final Notes	19

Welcome To Ivy Tech Madison K-14!

Dear Students and Families,

Welcome to the 2025/2026 academic year, and thank you for exploring the exciting opportunities offered through dual enrollment! Our team at Ivy Tech Madison is thrilled to support your journey toward college and career success.

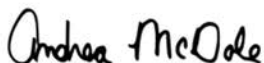
Dual enrollment allows high school students like you to earn college credit while still in high school - saving time, saving money, and building momentum for your future. Whether you are exploring a career path, preparing to transfer to a four-year institution, or getting a head start on a credential or degree, dual enrollment helps you move forward with confidence.

This handbook is designed to serve as your guide. Inside, you'll find essential information about course expectations, important dates such as breaks and holiday closures, as well as the support available to you throughout your experience. We believe in meeting students where they are and helping them thrive, and that starts with clear communication and a commitment to your success.

We are proud to partner with your high school, teachers, counselors, and family to make college-level learning accessible and meaningful while you are in high school and beyond. You may be just beginning your dual enrollment experience, or continuing to build on earlier courses - either way, you are part of an exciting opportunity that opens doors and creates pathways for lifelong learning and success!

Please don't hesitate to reach out to our team if you have any questions along the way. We're here to support you every step of the way!

We look forward to cheering you on this year!



Andrea McDole
Executive Director of K-14 Initiatives
Ivy Tech Madison

Dual Enrollment Overview

Dual Enrollment allows high school students to take college-level courses directly through Ivy Tech Community College while still enrolled in high school. Because students are enrolled in both their high school and Ivy Tech at the same time, the program is called "Dual Enrollment."

Unlike Dual Credit, where college courses are taught at the high school by a high school teacher, Dual Enrollment students take their classes through Ivy Tech, either in person, online, or in hybrid formats. This flexibility allows students to choose the learning style and schedule that fits them best.

As Dual Enrollment students, students have access to the full range of Ivy Tech resources and support services, including academic advising, tutoring, student life activities, and other campus-based services, just like any other Ivy Tech student.

Dual Enrollment courses are real college classes, and students are held to the same academic standards and policies as traditional college students. Grades earned will become part of the student's permanent college transcript and may impact future college admissions and financial aid eligibility.

Students may be responsible for any fees associated with their courses, which could include tuition, textbook costs, consumable fees, certification fees, and more. For the most up-to-date information on tuition and fees, please visit:

ivytech.edu/tuition-aid/tuition-fees/

For more detailed information about Dual Credit specifically, including eligibility, credit transfer, and grading policies, refer to the [Ivy Tech Dual Credit Handbook](#).



MEET YOUR K-14 TEAM



Andrea McDole
Executive Director of K-14 Initiatives
Office: 812.265.2580 ext. 4145
Email: amcdole3@ivytech.edu



Dawn Bruce
Assistant Director of K-14 Initiatives
Office: 812.265.2580 ext. 4176
Text: 502.265.6543
Email: dbruce49@ivytech.edu



Emma Patrick
*Educational Technology
& iCap Coordinator*
Office: 812.265.2580 ext. 4136
Email: epatrick24@ivytech.edu



Rachel Jones
K-14 Assistant
Office: 812.265.2580 ext. 4117
Email: rjones124@ivytech.edu

IVY TECH ACADEMIC CALENDAR 25-2026

AUG	August 13 - 1st Day for High School Pathway Students (Year 1) August 22 - Fall 1st 8 -week payment deadline August 25 - Fall 16 -week begins, Fall 1st 8 -week begins
SEPT	September 1 - Labor Day, No Classes, College Closed September 18 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe No School
OCT	October 13-17 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe Fall Break October 19 - 1st 8 -week ends October 20-26 - Fall Break -No Classes October 24 - Fall 2nd 8 -week payment deadline October 27 - Fall 2nd 8 -week begins
NOV	November 26 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe Thanksgiving Break November 27-30 - Thanksgiving Break, No Classes, College Closed
DEC	December 21 - Fall 16 -week ends, Fall 2nd 8 -week ends December 22 - January 11 - Winter Break
JAN	January 9 - Spring 1st 8 -week payment deadline January 12 - Spring 16 -week begins, Spring 1st 8 -week begins January 19 - MLK Day, No Classes, College Closed
FEB	February 16 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe President's Day/Make-up Day
MAR	March 8 - Spring -1st 8 -week end March 9-15 - Spring Break -No Classes March 16 - Spring 2nd 8 -week begins March 23-27 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe Spring Break
APR	April 6 - STUDENTS MUST ATTEND IVY TECH CLASSES <ul style="list-style-type: none"> • Shawe Easter Monday
MAY	May 10 - Spring 16 -week ends, Spring 2nd 8 -week ends

Attendance Policy

Regular attendance is essential for success in Ivy Tech courses. Students are expected to attend every class session and stay engaged throughout the semester. Ivy Tech faculty will report any non-attendance of dual enrollment students to their respective high schools by the end of the same business day. Students should also refer to their high school's attendance policy, as both the college and the high school may have requirements or consequences tied to attendance. At Ivy Tech, students are subject to any academic penalties outlined in the course syllabus for missed classes, regardless of high school status.

Weather-Related Closures and Delays

- **Snow Days:** If Ivy Tech remains open but a student's high school is closed due to weather, instructors will provide assignments in IvyLearn to keep students on track.
- **2-Hour Delays:** Students scheduled for morning classes at Ivy Tech should not report to campus. Instead, assignments will be posted in IvyLearn, and students are expected to be at their high school by 10:00 AM. Afternoon students will report to Ivy Tech at their regular time.

Breaks and Schedule Conflicts

Students should consult the Ivy Tech academic calendar for official breaks and campus closures. If a student's high school is on break but Ivy Tech is not, the student is still expected to attend Ivy Tech classes unless other arrangements with their instructor(s) have been made.

Students should communicate in advance with their Ivy Tech instructor and high school counselor about any pre-planned absences or schedule conflicts to avoid academic penalties or missed work.

Student Conduct

All dual enrollment students are expected to conduct themselves with maturity and professionalism while attending classes at Ivy Tech. When on the Ivy Tech Madison Campus, students must follow the standards outlined in the [Student Code of Rights and Responsibilities](#), the same code that applies to all Ivy Tech students.

This includes expectations related to academic integrity, respectful behavior, use of technology, and responsible use of campus facilities. Violations of the code may result in disciplinary action from both Ivy Tech and the student's high school.

Please review the full [Student Code of Rights and Responsibilities](#). Students should familiarize themselves with these guidelines before classes begin to ensure a positive and successful experience on campus.

Transportation

Transportation to Ivy Tech Madison varies by high school and program. Transportation details may change based on school policy, scheduling, or program updates, so **all students should check with their high school for the most current transportation arrangements.**

Students are responsible for providing their own transportation to and from Ivy Tech, unless otherwise arranged by their high school.



Grade Reporting

High school students enrolled in Ivy Tech dual enrollment courses are held to the same academic standards as all Ivy Tech students. That includes how grades are reported and how academic performance is tracked. Keep in mind, grades and communication in college-level courses may look different than what you are used to at your high school.

Where to Find Your Grades

All grade information for Ivy Tech courses is available online through MyIvy:

- Final and Midterm Grades can be viewed by logging into MyIvy and navigating to the Course Info page under Student Grades.
- You can also access grades directly from the Student Dashboard by clicking the Grades link.
- Grades will also appear in IvyLearn, the college's learning management system.

Midterm and Final Grades

Ivy Tech faculty are required to post both midterm and final grades for dual enrollment students. These grades are visible in IvyLearn and MyIvy and will also be reported to your high school.

It is your responsibility to monitor your progress throughout the course. Instructors may not send regular grade updates the way high school teachers often do, so be proactive, check IvyLearn regularly, and do not hesitate to reach out to your instructor if you have questions.

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 campus chief academic officer. The student must notify the Vice Chancellor for Academic Affairs in writing of his or her intent to appeal the grade. An appeals committee will be formed by the Vice Chancellor for Academic Affairs, 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 Vice Chancellor for Student Affairs or designee, the Vice Chancellor of Academic Affairs, 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 campus chancellor. To view full [Grade Appeals Policy click here.](#)

Complaint Procedures

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur. **Complaints Against Members of the College Faculty or Staff:** When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident. The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action.



FERPA and Student Privacy

For Students:

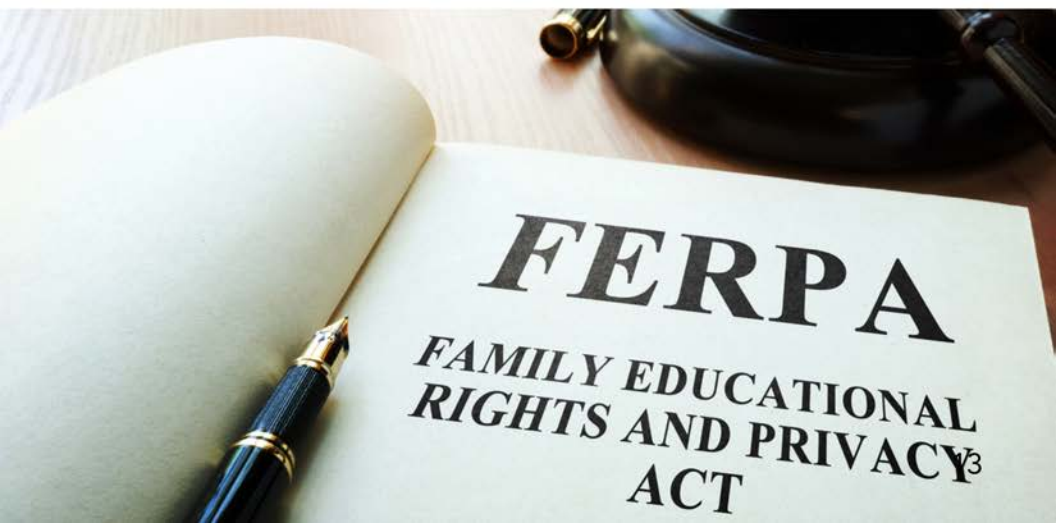
By enrolling in a dual enrollment course through Ivy Tech Community College, you are authorizing the sharing of relevant academic information between Ivy Tech and your high school administrators, faculty, and staff. This information is shared to support your academic success and ensure accurate record keeping.

For Parents:

Under the Family Educational Rights and Privacy Act (FERPA), college students, regardless of age, are considered responsible for their own educational records. This means students control who has access to their academic information.

While we understand that parents often play a key role in supporting their student's education, **access to grades, academic progress, or course records is not automatically granted to parents.** Students must provide written consent for others to access their records.

If a parent or guardian needs access to academic information, students are encouraged to have a conversation with them and, if they choose, complete a [FERPA Release Form](#).



FERPA
FAMILY EDUCATIONAL
RIGHTS AND PRIVACY³
ACT

Student Communication Process

Dual enrollment students at Ivy Tech are expected to communicate **directly and independently** with their instructors regarding classroom needs, questions, or concerns. This approach helps students build essential skills in self-advocacy and personal responsibility - skills that are critical for long-term academic and professional success.

If a student has a concern about a course, they must first speak with the instructor to try to resolve the issue. If the concern cannot be resolved at that level, the student may then bring the issue to the program chair. If the student and program chair are still unable to resolve the matter, the next step is to contact the academic dean. If the concern remains unresolved after that, the student may take the issue to the Vice Chancellor of Academic Affairs and/or the Campus Chancellor.

Parent or Guardian Involvement

Because Ivy Tech students—regardless of age—are considered college students, all communication about academic concerns begins and stays with the student. If a student wishes to involve a third party, including a parent or legal guardian, they must request permission from each college representative involved (instructor, program chair, dean, etc.). Without this permission, Ivy Tech cannot legally or ethically discuss a student's academic performance or concerns with anyone else.

This policy ensures student privacy and supports the development of independence and personal responsibility.



Drop/Add & Withdrawal Procedure

No schedule changes should be made without first meeting with both their high school counselor and Andrea McDole, Executive Director of K-14 Initiatives. This ensures students fully understand the impact of their decision.

Dual enrollment students at Ivy Tech may make changes to their course schedules during the standard **drop/add period** at the beginning of the semester. During this time, changes can be made **without academic penalty** and without a record on the student's Ivy Tech transcript.

Once the official drop period has ended, students may withdraw from a dual enrollment course by contacting their **high school counselor and Andrea McDole, Executive Director of K-14 Initiatives**. A student who withdraws from a dual enrollment course may receive an "F" on their high school transcript. This grade will be factored into the student's **high school GPA**.

In addition, students who withdraw after the official Ivy Tech drop period will receive a grade of "W" on their Ivy Tech transcript. Although a "W" does not affect the Ivy Tech GPA, it may have implications for future federal financial aid eligibility throughout the student's college career.

Drop & Withdrawal Deadlines (2025–2026 School Year):

Drop - 16-Week Fall Courses: On or before Sept. 7, 2025

Drop - 1st 8-Week Fall Courses: On or before Sept. 1, 2025

Withdraw - 1st 8-Week Fall Courses: On or before Oct. 6, 2025

Drop - 2nd 8-Week Fall Courses: On or before Nov. 3, 2025

Withdraw - 16-Week Fall Courses: On or before Nov. 17, 2025

Withdraw - 2nd 8-Week Fall Courses: On or before Dec. 8, 2025

Drop - 16-Week Spring Courses: On or before Jan. 25, 2026

Drop - 1st 8-Week Spring Courses: On or before Jan. 19, 2026

Withdraw - 1st 8-Week Spring Courses: On or before Feb. 23, 2026

Drop - 2nd 8-Week Spring Courses: On or before Mar. 23, 2026

Withdraw - 16-Week Spring Courses: On or before Apr. 20, 2026

Withdraw - 2nd 8-Week Spring Courses: On or before Apr. 27, 2026

Student Support Services

Ivy Tech is committed to helping students succeed in their dual enrollment courses by providing access to instructors, academic resources, and support systems.

Students will receive guidance in their course syllabus about the best way to communicate with their instructor, whether that's through email, IvyLearn messages, or another method. At the start of each semester, instructors will also share their scheduled office hours, where students can get additional help, ask questions, or seek academic advice.

While Ivy Tech encourages students to speak regularly with their parents or guardians about their coursework, it's important to note that the college follows FERPA (Family Educational Rights and Privacy Act) guidelines. This means Ivy Tech cannot share student information—including grades or academic progress—without the student's written consent.

Students are encouraged to take ownership of their education by reaching out when they need help and using available resources early and often.



Your Student Success Coach

As a dual enrollment student, students will have direct access to a dedicated Student Success Coach, Dawn Bruce, who is also the Assistant Director of K-14 Initiatives at Ivy Tech Madison.

Dawn's role is to help you stay on track and succeed in your Ivy Tech courses. She will:

- Monitor your grades and attendance
- Communicate with instructors about any classroom concerns
- Help you manage your schedule
- Support you with time management, planning, and setting academic goals
- Point you in the right direction for tutoring, advising, or other campus resources

We strongly encourage all dual enrollment students to schedule at least one one-on-one meeting with Dawn during their first semester.

Office Location: Office #2085 located on the second floor in the Library.

- Office: 812.265.2580 ext. 4176
- Text Message: 502.265.6543
- Email: dbruce49@ivytech.edu
- Click the link to schedule an appointment: [Book Time with Dawn Bruce](#)

Whether you are unsure about your class schedule, struggling to manage your time, or just need someone to talk through your next steps, Dawn is your go-to support.

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 and 508 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act of 2008. College programs and facilities are designed to be accessible to students 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. Reasonable accommodations may be granted based upon verification with the appropriate documentation for physical, medical, neurological, psychiatric, or specific learning disabilities, including ADHD, spectrum disorders and other conditions that limit one or more of life's major activities.

It is the student's responsibility to contact the campus Disability Support Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. You may disclose your disability at any time while you are a student at Ivy Tech, but the accommodation process starts at the time of your self-disclosure and registration with Disability Support Services.

[Request for Access Accommodations](#)
[Dual Enrollment/Credit Student FAQ](#)

Madison Disability Support Services

Monday-Thursday, 8:00 a.m. to 8:00 p.m. EST
Friday, 8:00 a.m. to 4:00 p.m. EST
Phone: 812.246.9179, ext. 4199
Email: sdatillo3@ivytech.edu

IvyAlert: Emergency Notification System

The safety of our students, faculty, staff, and partners is a top priority. IvyAlert is Ivy Tech's official emergency notification system, designed to quickly inform you of critical campus updates, including emergencies, closures, and changes to instructional delivery.

By default, your IvyAlert subscription is linked to your Ivy Tech email address and sends alerts for the campus or campuses where you are currently enrolled. To ensure you receive messages in the way that works best for you, we strongly recommend customizing your alert preferences.

Go to: getrave.com/login/ivytech and log in using your **Mylvy username and password**

Final Notes

We are excited to have you as part of Ivy Tech's dual enrollment program. Taking college courses while in high school is a big step, and one that comes with great opportunities and responsibilities. Stay engaged, ask questions, and take ownership of your learning. Remember, you are not alone, your instructors, high school counselors, and Ivy Tech K-14 Team are here to help you succeed.

For ongoing updates, reminders, and important information, be sure to regularly check your Ivy Tech student email.

To view your full Ivy Tech email account, [click here:](https://myivy.ivytech.edu)
<https://myivy.ivytech.edu>

Student Info (Fill Out Below)

Ivy Tech Email: _____
C# (Student ID): _____

Stay focused, stay connected, and have a great semester!



IVY TECH
COMMUNITY COLLEGE
MADISON