



Dual Enrollment Handbook

2026/2027





TABLE OF CONTENTS

Welcome to Ivy Tech Madison	3
Meet Your K-14 Team	4
Dual Enrollment Overview	5
2026-2027 Academic Calendar	6
Attendance Policy	7
Weather Related Closures and Delays	7
Breaks and Schedule Conflicts	7
Student Conduct	8
Transportation	8
Grade Reporting	9
Grade Appeal Process	9
Complaint Procedures	10
FERPA and Student Privacy	10
Student Communication and Guardian Involvement	11
Drop/Add and Withdrawal Procedure	11
Student Support Services	12
Your Student Success Coach	13
Disability Support Services	14
IvyAlert: Emergency Notification System	15
Final Notes	15
Mylvy Login Information	15

Welcome To Ivy Tech Madison K-14!

Dear Students and Families,

Welcome to the 2026/2027 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.

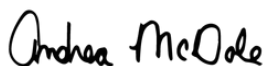
Dual enrollment allows high school students like you to earn college credit while still in high school - saving time, saving money, and building momentum for your future. Whether you are exploring a career path, preparing to transfer to a four-year institution, or getting a head start on a credential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

MEET YOUR K-14 TEAM



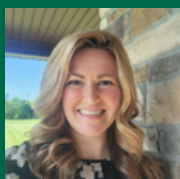
Andrea McDole
Executive Director of K-14 Initiatives
Office: 463-207-9460
Email: amcdole3@ivytech.edu



Dawn Bruce
Assistant Director of K-14 Initiatives
Office: 463-317-8061
Text: 463-317-8061
Email: dbruce49@ivytech.edu



Jessie Clubb
*Educational Technology
& iCap Coordinator*
Office: 463-800-5440
Email: jdyer37@ivytech.edu



Rachel Jones
K-14 Assistant
Office: 463-271-2231
Email: rjones124@ivytech.edu

Dual Enrollment Overview

Dual Enrollment lets high school students take college classes through Ivy Tech while still attending high school. Students earn college credit and are enrolled at both their high school and Ivy Tech at the same time.

Unlike Dual Credit, where classes are taught at high school, Dual Enrollment courses are taught by Ivy Tech and may be offered in person, online, or in a hybrid format.

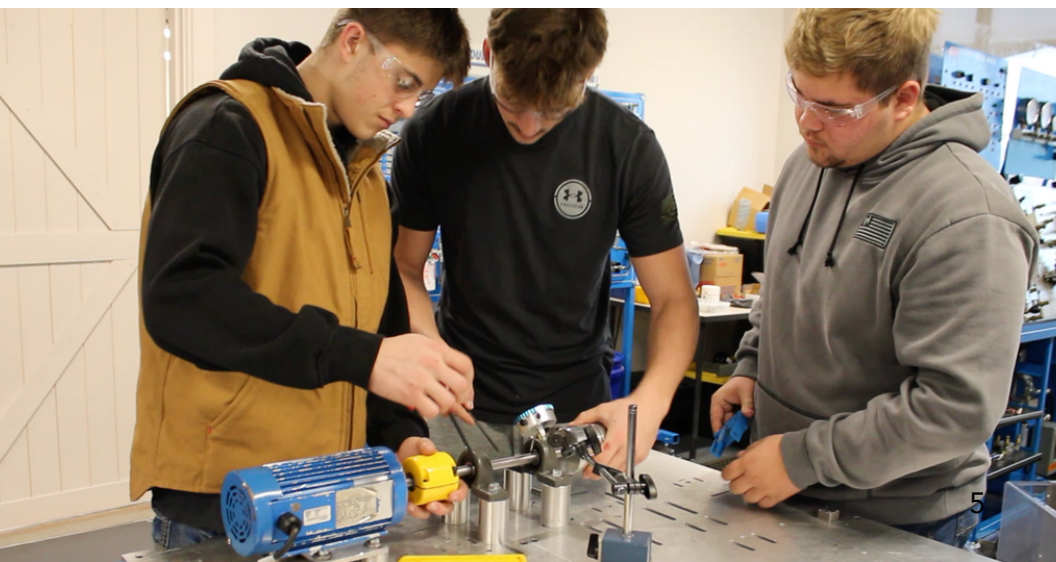
As an Ivy Tech student, you can use college resources such as:

- Academic advising
- Tutoring
- Student support services
- Campus activities

Dual Enrollment courses are real college classes. You are expected to meet Ivy Tech's academic standards, and the grades you earn become part of your permanent college transcript. These grades may affect future college admissions and financial aid.

Students may be responsible for costs such as tuition, textbooks, course materials, or certification fees.

Visit ivytech.edu/tuition-aid/tuition-fees/ for current tuition and fee information.



IVY TECH ACADEMIC CALENDAR 2026-2027

August 12	1st Day for High School Pathway Students (Year 1 only)
August 24	Fall 16 -week begins, Fall 1st 8 -week begins
September 7	Labor Day, No Classes, College Closed
October 18	1st 8 -week ends
October 19-23	Fall Break - No Classes
October 26	Fall 2nd 8 -week begins
November 26-29	Thanksgiving Break, No Classes, College Closed
December 20	Fall 16 -week ends, Fall 2nd 8 -week ends
Dec. 21 - Jan. 10	Winter Break
January 11	Spring 16 -week begins, Spring 1st 8 -week begins
January 18	MLK Day, No Classes, College Closed
March 7	Spring -1st 8 -week end
March 8 -14	Spring Break -No Classes
March 15	Spring 2nd 8 -week begins
May 9	Spring 16 -week ends, Spring 2nd 8 -week ends

Attendance Policy

Attendance is required for all Ivy Tech dual enrollment classes. Students are expected to attend every class session. Any absence will be reported to the student's high school by the end of the same business day.

Students must follow both their high school's attendance policy and any attendance requirements outlined in the Ivy Tech course syllabus. Missed classes may result in academic penalties.

Weather Related Closures and Delays

- **Weather Closures:** 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:** Morning Ivy Tech classes will not meet on campus. Students should complete assignments posted in IvyLearn and report to their high school at their regular scheduled time. Afternoon Ivy Tech classes will meet at their regular scheduled 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

Dual enrollment students are expected to act responsibly and respectfully while attending classes at Ivy Tech. Students must follow the Ivy Tech Student Code of Rights and Responsibilities, including expectations for academic honesty, respectful behavior, appropriate technology use, and care of campus facilities.

Violations may result in disciplinary action from both Ivy Tech and the student's high school. Students should review the Student Code of Rights and Responsibilities before classes begin.

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.**



Grade Reporting

Dual enrollment students are held to the same academic standards as all Ivy Tech students. Grades for Ivy Tech courses can be viewed in IvyLearn.

Faculty will post both midterm and final grades, which are also shared with your high school. Unlike high school classes, instructors may not provide frequent grade updates. It is your responsibility to check your grades regularly, monitor your progress, and contact your instructor if you have questions or concerns.

Grade Appeal Process

If you believe your **final course grade** is incorrect, you must first discuss the grade with your instructor. This process must begin **within 30 calendar days** of receiving your final grade. Most concerns can be resolved through this conversation.

If the issue is not resolved, you may submit a written appeal to the instructor's supervisor (Program Chair or Department Chair). If you are still not satisfied, you may continue the appeal through the **Academic Dean/Vice Chancellor for Academic Affairs**, and finally to the **Campus Chancellor**, following Ivy Tech's Grade Appeal Policy.

For complete details, refer to the Ivy Tech Grade Appeal Policy.
<https://www.ivytech.edu/media/3ufclctm/4-18-grade-appeals.pdf>



Complaint Procedures

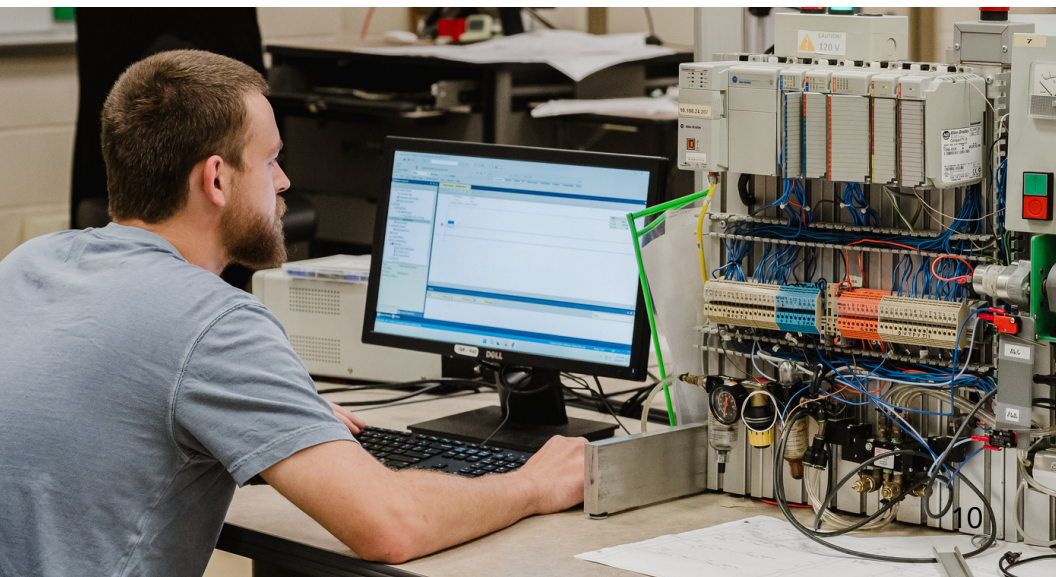
If you have a concern or complaint about an Ivy Tech faculty or staff member, you should first discuss the issue directly with that person within 14 calendar days of the incident. Most concerns can be resolved through this conversation.

If the issue is not resolved, you may submit a written complaint to the individual's supervisor. If you are still not satisfied, you may submit your complaint in writing to the Regional Chief Student Affairs Officer (or designee). If needed, a final written appeal may be made to the Chancellor, who will review the complaint and determine the next course of action.

FERPA and Student Privacy

By enrolling in a dual enrollment course, students authorize Ivy Tech and their high school to share academic information needed to support their success and maintain accurate records.

Under FERPA, college students control access to their educational records, regardless of age. Parents and guardians do not automatically have access to grades, academic progress, or course records. Students who would like a parent or guardian to have access must complete a FERPA Release Form:
https://www.ivytech.edu/media/ujfmpk1j/updated_ferpa_waiver.pdf



Student Communication & Parent/Guardian Involvement

As Ivy Tech students, dual enrollment students are expected to communicate directly with their instructors about questions, concerns, or academic issues. If a concern cannot be resolved with the instructor, students should follow the college's chain of communication: Instructor → Program Chair → Academic Dean → Vice Chancellor of Academic Affairs/Campus Chancellor.

In accordance with FERPA, academic communication remains between the student and the college. Parents and guardians do not automatically have access to a student's academic information or concerns. Students who wish to involve a parent or guardian must provide permission before college representatives can discuss their records or academic matters.

Drop/Add & Withdrawal Procedure

Before making any schedule changes, students must meet with their high school counselor and Andrea McDole, Executive Director of K–14 Initiatives, to discuss the impact of their decision.

During Ivy Tech's drop/add period, students may add or drop courses without academic penalty or a record on their Ivy Tech transcript.

After the drop/add period, students who wish to withdraw must work with their high school counselor and Andrea McDole. A withdrawal may result in an F on the high school transcript, which will affect the student's high school GPA. Students who withdraw after the Ivy Tech drop deadline will receive a W on their Ivy Tech transcript. While a W does not affect Ivy Tech GPA, it may impact future federal financial aid eligibility.

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.



Student Success Coach

Dawn Bruce | Assistant Dir. of K-14

Office Location: Office #2085 located on the second floor in the library

Call/Text: 463-317-8061

Email: dbruce49@ivytech.edu

Disability Support Services

Ivy Tech provides reasonable accommodations for students with documented disabilities to ensure equal access to classes, programs, and services.

If you need accommodations, **you must contact the campus Disability Support Services (DSS) office at the beginning of the semester** and provide the required documentation. **Your high school IEP or 504 Plan does not automatically transfer to Ivy Tech**, and accommodations are not provided until you complete the DSS registration process and are approved.

All disability-related information is kept confidential unless you give permission to share it.

Request for Access Accommodations

https://ivytech-accommodate.symlicity.com/public_accommodation/

Dual Enrollment/Credit Student FAQ

<https://www.ivytech.edu/media/c53kntjy/dual-enrollment-credit-accommodation-faq-final-1.pdf>

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: 463-207-5948

Email: Madison-DSS@ivytech.edu



IvyAlert: Emergency Notification System

IvyAlert is Ivy Tech's emergency notification system. It sends important updates about campus emergencies, weather closures, and changes to class schedules or instructional delivery.

You are automatically enrolled using your Ivy Tech email address. To receive alerts by text message or update your notification preferences, log in to getrave.com/login/ivytech using your MyIvy username and password.

Final Notes

We're excited to have you as part of the Ivy Tech community. Taking college courses while in high school is an exciting opportunity to challenge yourself, earn college credit, and prepare for your future.

Be engaged, ask questions, and take responsibility for your learning. Your instructors, high school counselor, and the Ivy Tech K-14 team are here to support you every step of the way.

Check your Ivy Tech student email regularly for important announcements, deadlines, and updates throughout the semester.

MyIvy Login Information

Keep your Ivy Tech account information in a safe place. You will use it throughout the semester to access MyIvy, IvyLearn, your student email, grades, and other important college resources.

Student ID (C#): _____

Ivy Tech Email Address: _____

Password: _____



IVY TECH
COMMUNITY COLLEGE
MADISON