



IVY TECH  
COMMUNITY COLLEGE

# DUAL CREDIT *HANDBOOK*

A Guide for Students,  
Parents, & School Districts

2024-2025 Academic Year



# Message from Ivy Tech Community College President, Dr. Sue Ellspermann

Allow me to be one of the many to welcome you to Ivy Tech. We are very excited to have you as part of our community. Thank you for being one of over 67,000 students participating in our shared programming with your high school or career center.

Ivy Tech is honored to serve as your dual credit provider. By participating in college courses as a dual credit student, you are making a worthy investment in your future. You are clearly demonstrating a commitment to your long-term academic success.

If you want to start your career right after high school, I recommend you learn more about our short-term certificates in areas such as information technology, welding and construction trades, and health care. These certificates can be earned quickly, some in less than a year, even while in high school, and all lead to high-wage earning potential. They also “stack” so if you decide to return to Ivy Tech for more education later, your certificate will feed into a technical certificate or even an associate degree, so you don’t have to start from scratch.

If you want to pursue a bachelor’s degree, I highly encourage you to complete the Indiana College Core, which we call Start as a Sophomore. This 30-credit hour certificate puts you on a path to complete your first year of college while in high school and transfers seamlessly throughout Indiana’s public universities, and many private institutions as well. That means, when you transfer your whole 30-credit hour certificate, you’ll start at your four-year college as a sophomore, saving you time and money.

Lastly, to our parents, high school teachers, counselors, and administrators, your support of our students in dual credit programming is helping them earn credits and credentials while in high school. Thank you for your continued support.

As you continue to learn more about your options and next steps, be sure to review the dual credit information provided on our website at [ivytech.edu](http://ivytech.edu). We have numerous program options, ways to take classes, guaranteed admissions transfer agreements, and more.

Good luck as you continue on your educational journey and don’t forget Ivy Tech is always here to help and is committed to your success!



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# Institutional Overview

Founded in 1963, Ivy Tech Community College is a statewide community college with 19 campus service areas and over 40 locations throughout the state of Indiana, representing and serving all 92 counties within the state. Ivy Tech is the largest public postsecondary institution in Indiana—and the largest singly-accredited statewide community college system in the entire country. The College holds institutional accreditation through the Higher Learning Commission (HLC).

Ivy Tech Community College is Indiana’s only full-fledged community college, a statewide system, offering programs in the following schools (and offering more than 100 transfer programs with in-state and out-of-state college and universities):

- **Garatoni School of Entrepreneurship and Innovation**
- **School of Business, Logistics, & Supply Chain**
- **School of Public Affairs & Social Services**
- **School of Information Technology**
- **School of Arts, Sciences & Education**
- **School of Health Sciences**
- **School of Nursing**
- **School of Advanced Manufacturing, Engineering & Applied Science**

The mission of Ivy Tech Community College states: “We are Ivy Tech, Indiana’s Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.”

Our vision is to assist our students in earning 50,000 high-quality certifications, certificates, and degrees per year aligned with the needs of our workforce.

# Dual Credit Program Overview

Ivy Tech Community College operates one of the largest dual credit programs in the country. During the 2023-20224 school year, Ivy Tech dual credit course sections were offered in partnership with over 450 high schools and area career centers. Through our partnership programming we served 91,000 dual credit students within the state of Indiana and awarded over 659,500 college credits to high school students. Within that programming, 66% of the dual credit awarded was i Career & Technical Education (CTE) coursework, which includes programming within industry-driven sectors such as Manufacturing, Healthcare, and Information Technology. The remaining 34% of our dual credit programming falls within General Education coursework, Liberal Arts & Science areas such as English, Mathematics, Social and Behavioral Sciences, Life and Physical Sciences, and Humanities/Arts.

Through pathway programming and early college models, high school students were awarded 7,110 college completions, which includes short-term certificates, technical certificates, and associate degrees. These completions are stackable and transferable, creating workforce ready high school graduates in career and technical education areas.

To ensure high quality dual credit programming, the College aligns its policies and practices with the **National Alliance of Concurrent Enrollment Partnerships** (NACEP). NACEP is a national accrediting body with standards that ensure the academic rigor of dual credit courses and their alignment with on-campus programming while advancing college in high school initiatives and policy.

## Ivy Tech Dual Credit Crosswalk

Ivy Tech Community College produces a Dual Credit Crosswalk annually that assists our high schools and career centers with the alignment between secondary (high school) courses and post-secondary courses. The **Dual Credit Crosswalk** is available on our website. High schools must complete agreements (memorandums of understanding) with local Ivy Tech Campuses in order for courses to be offered for dual credit. High school instructors must meet specific requirements to be eligible to teach as a dual credit faculty member.

# Benefits of Participation in Dual Credit Programming

By enrolling in dual credit courses offered through Ivy Tech Community College, students save money and time. By getting a head start on earning college credit while in high school, students may finish their chosen degree sooner, and by applying those credits towards an associate degree at Indiana's most affordable college, students will save thousands of dollars.

With annual full-time tuition and textbooks under of \$5,155 , Ivy Tech is less than half the cost of other colleges and universities. If a four-year degree is in the future, students can apply dual credits earned through our dual credit program to Ivy Tech and then transfer to a four-year institution. For those who want a career in two years, dual credits can give students a head start with Ivy Tech.

Ivy Tech works closely with partner high schools to provide a superior level of service in the areas of faculty mentoring, student admissions, and registration and transcript processing. Faculty members take great pride in developing collaborative relationships with high school dual credit instructors. Eligible high-school students engage in college-level courses that encourage them to persist in taking rigorous coursework through their high school and college careers. Dual credit students are held to the same standards of achievement as those expected of students enrolled in classes at the college.

## Common Dual Credit Course Offerings

### Core Transfer Library (CTL):

Dual credit partnership programming with our high school partners commonly includes courses from the **Core Transfer Library (CTL)**, a list of pre-approved courses that transfer between all Indiana public college and university campuses.

### Indiana College Core (ICC):

Many CTL courses are also represented on the **Indiana College Core (ICC)**, a block of 30 hours of transferable college credit. The ICC was developed collaboratively by the public colleges and universities in Indiana. The ICC allows a student who satisfactorily completes an approved program of general education at any public institution to transfer that coursework to another public institution in Indiana. Ivy Tech Community College refers to the ICC, as Start as a Sophomore (Is the college still using this language?) because the completion of these 30 credit hours allows you to start your college education as a sophomore at any Indiana four-year institution (and also many private institutions).

## Benefits of Dual Credit courses include:

- Earn college credit as a high school student
- Save money
- Experience college in a high school setting
- Develop college-level study habits and time-management skills
- Get a feel for college expectations and academic rigor
- Save time and gain flexibility in college by completing credits in high school.

# Dual Credit Program Commitments & Responsibilities

## Ivy Tech Responsibilities

- Communicate all dual credit requirements
- Provide exceptional customer support for day-to-day occurrences
- Recruit and train high-quality content experts (dual credit faculty)
- Support the high school instructors' course syllabus development and academic freedom
- Provide annual professional development for all dual credit faculty
- Register high school dual credit students in transcribed college coursework
- Communicate and respond in a timely manner to all correspondence
- Make on-site high school visits (when requested) to meet with students, parents, instructors and/or administrators
- Adhere to NACEP standards to ensure quality programming and alignment
- Ensure the dual credit faculty and students have access to library, MyIvy accounts and student services to assist them in their academic success

## High School Administration Responsibilities

- Adhere to the Dual Credit Memorandum of Understanding (MOU) requirements
- Sign and return the Memorandum of Understanding (MOU) as requested
- Assign a designated high school contact for coordinated outreach efforts
- Assist in the online application submission process for new instructors
- Support high school instructors' annual professional development
- Contact K-14 staff with program questions, staffing changes or student concerns
- Purchase all textbooks and supplies

## Designated High School Contact Responsibilities


Every participating school must assign a point of contact, which can be a counselor, instructor or administrator. The designated contact is vital to the program's success and serves as the key connection between the high school students, high school instructors and Ivy Tech. The designated high school contact will:

- Assist students in online enrollment, registration, testing, course drops, course withdrawals, appeals, etc.
- Confirm courses with Ivy Tech every term
- Submit 2.6 GPA waiver requests (either through submission of a high school transcript, official spreadsheet, PSAT/SAT/ACT score reports, or through [DualEnroll.com](https://www.ivytech.edu/dualenroll))
- Review class list(s) for accuracy and assist students with adding, dropping, and withdrawing from courses
- Remind instructors of final grades entry responsibility and follow up with instructors to ensure grade submission via their MyIvy portal has been completed by deadline
- Share information and program updates with dual credit instructors
- Communicate and respond in a timely manner
- Coordinate visits with dual credit program staff for dual credit presentations to high school students, parents, instructors, counselors, and administration

## Dual Credit Instructor Responsibilities

- Meet with an assigned Ivy Tech content expert (program chair) for discipline-specific onboarding (new dual credit faculty)
- Work with an assigned content expert to select a textbook and/or to supplement an existing textbook
- Work with an assigned Ivy Tech content expert to create a syllabus aligned with on-campus syllabi expectations
- Distribute and review the syllabus to their students at the start of the course.
- Meet or exceed the competencies listed in the course outline and assess for those competencies using assessments aligned with those used at Ivy Tech
- Encourage students to complete end-of-course evaluations
- Participate in site visits, in-person classroom observation conducted by an Ivy Tech content expert
- Complete Part 1 and 2 of the annual Dual Credit Instructor Professional Development housed within Ivy Tech's IvyLearn platform
- Respond to communications from faculty mentors and K-14 staff in a timely manner.
- Review class lists at the start of the course and work with the designated high school contact to communicate any changes to K-14 staff
- Submit final grades in MyIvy by the deadline

## Ivy Tech Faculty Content Expert (Program Chair) Responsibilities

- Provide new dual credit faculty with course-specific onboarding before the semester begins to communicate policies and procedures relative to the delivery of the Ivy Tech course (including syllabi development, grading procedures, common assessments, etc.)
  - Review and discuss the course syllabus and course outline with the high school instructor to ensure consistency in course outcomes and expectations
  - Provide support, guidance and mentoring for dual credit high school instructors to ensure the delivery of a quality, collegiate-level learning experience for dual credit students
  - Conduct at least one classroom observation every other year, providing feedback on instructional delivery and alignment with on-campus programming
  - Comply with NACEP accreditation requirements to provide evidence of paired student assessments, paired syllabi, and a signed Statement of Equivalency upon request by K-14 staff
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# High School Dual Credit Offerings: Processes & Procedures

## Dual Credit Course Offerings

The designated high school contact is responsible for confirming course offerings for the coming academic year--both recurring dual credit offerings, as well as new dual credit offerings. New dual credit course offerings require the submission of the Dual Credit Course Request Form/Application initiates the process of faculty credentialing and new instructor onboarding. All dual credit offerings are captured within a Memorandum of Understanding (MOU) between Ivy Tech Community College and the high school or career center. Please refer to the dual credit timeline document which references the deadlines for MOUs. Any course cancellations or additions for upcoming semesters must be communicated promptly to the K-14 staff. Confirming course offerings is an imperative step to the process. Changes to course offerings significantly impacts program chair assignments and the registration process, and may result in delays to assigning a program chair and/or being able to confirm a college-level offering.

Courses administered through the dual credit program and Ivy Tech cataloged courses with the same departmental designations, course descriptions, course outcomes, numbers, titles and credits. High schools are not permitted to alter any of the aforementioned designations, including course title and outcomes.

## Dual Credit Faculty

Following completion of the Dual Credit Course Request Form/Application, Ivy Tech will request credentialing documents (e.g., as applicable transcripts, certifications) to determine credentialing status. Once affirmed, a program chair will reach out to the new dual credit faculty member to host an onboarding session to review course expectations.

# Dual Credit Student Application & Registration Processes

## How Do I Become a Dual Credit Student?

Work with your high school counselor and let them know you are interested in taking Ivy Tech dual credit courses. You will then need to (1) apply to the College through the dual credit application and (2) meet the course prerequisites (college readiness standards) in order to qualify. The prerequisites vary by course and some courses do not have prerequisites, so it's important to work with a high school or Ivy Tech staff member who can assist you.

### 1. Application Process:

If this is your first dual credit course from Ivy Tech, please complete the online dual credit application at: [ivytech.dualenroll.com](http://ivytech.dualenroll.com).

- a. Students only need to complete the online dual credit application once in their high school career.
- b. The student's Social Security Number is required when filling out the application as well as his or her parent's contact information (including address, email, and phone number).
- c. After submitting the online dual credit application, students will receive an email from Ivy Tech confirming that he or she has successfully completed it. Students will also receive a letter in the mail at the address that was provided on the application containing the student's Ivy Tech student ID# (otherwise known as the C#). The letter will also confirm completion of the dual credit application and does NOT guarantee that the student will receive college credit. See below for Prerequisite/College Readiness Information.

### 2. Prerequisite/College Readiness Information:

Ivy Tech requires students to be college ready and meet prerequisites in order to be registered and earn college credit (for most courses).

- a. There are many ways to qualify (show college readiness):
  - i. Meet minimum PSAT, ACT, or SAT scores
  - ii. Have a minimum GPA of 2.6 with a Core 40 or higher (juniors and seniors only; students having completed 4 semesters). GPA alone will not qualify students for: MATH 135, 136, 137, 201, 211, 212, CHEM 101, PHYS 101, or SDEV 140.
  - iii. Meet minimum Knowledge Assessment scores (if you do not qualify by any other means listed above - See Prerequisite Chart below).
- b. Prerequisites vary by course. **The Dual Credit Crosswalk and Prereq Chart** provides a complete list of the qualifying scores for each dual credit course.

## Tips: What to Consider When Qualifying for Dual Credit

- a. Every dual credit course has a different set of “College Readiness” (prerequisite scores) that students will need to meet (i.e. PSAT Reading 25, PSAT Writing 26, PSAT Evidence Based Reading and Writing 430) - See the Dual Credit Crosswalk and Prereq Chart for course specific guidance.
- b. Students will be given the Knowledge Assessment only if they do not qualify by any other means listed above (PSAT, SAT, ACT, or GPA).
- c. High School counselors use Knowledge Assessment results to help determine if a student can be registered for college-level courses. Knowledge Assessment will also help identify a student’s knowledge, strength, and needs in math, reading and writing.

## Dual Credit Concurrent Program Timelines

The 2024-2025 Statewide Dual Credit Academic Timeline can be viewed [HERE](#).

[2023-2024 ITCC Dual Credit Processes Workflow – final version 2.8.2023.docx.pdf](#)

[2024-2025 ITCC Dual Credit Process Workflow/Timeline](#)

[2023-2024 Statewide Dual Credit Academic Calendar – 2.9.2023.pdf](#)

[2024-2025 ITCC Statewide Dual Credit Academic Calendar](#)



# Ivy Tech Academic Policies & Procedures

## Ivy Tech Grading Policy

The quality of student performance or competency level, as determined by the instructor at the completion of a course, is indicated by a letter grade of A, B, C, D or F. If different, dual credit courses must use the grading scale of the corresponding program at Ivy Tech rather than the high school grading scale. Ivy Tech does not use pluses and minuses as a part of its grading system. Each designation has a numerical value per credit hour, referred to as “quality points.” The meaning and quality point value per credit hour of each letter grade are shown in the table below.

A	Excellent
B	Good
C	Average
D	Below Average
F	Failure
FW	Failure, Student Ceased Attendance

## Quality Points

Quality points are numerical values indicating the quality of student performance in credit courses:

A=4

B=3

C=2

D=1

F/FW=0

The quality points earned for a course equal the quality point value times the number of credits.

A student who earns an “A” in a four-credit course earns 16 quality points: the quality point value (4) x the number of credits (4) = the total quality points (16).

## Grade Point 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.

- The GPA is calculated by dividing the number of quality points earned by the number of credits earned.
- The term and cumulative GPA, calculated to three decimal places, will appear on the online grade report as well as on the transcript.

## Grade Exclusion

Under extenuating circumstances a student may petition the Campus Academic Officer (CAO) to exclude coursework from the cumulative GPA calculation.

- Courses excluded from the cumulative GPA calculation as a result of a petition will not be counted as earned credit and cannot be used to satisfy program requirements for degree-seeking students.
- Grades for excluded courses will remain in the student’s term GPA, and the courses will continue to appear on the transcript, however the cumulative GPA will reflect the exclusion of the coursework.

## Grade Reports

Grade reports are available on the web via MyIvy under Student Grades on the Course Info page. You can also click on the Grades link on the Student Dashboard.

## Academic Honesty and Integrity Policy

Academic integrity is expected of all students. Dual credit faculty and/or Ivy Tech may sanction a student for academic integrity violations and misconduct. Students who misrepresent their academic work violate the rights of their fellow students and undermine the dual credit faculty member's authority and ability to assess learning.

Ivy Tech, therefore, views any act of academic dishonesty or unprofessional behavior as a serious offense requiring the dual credit faculty engage in disciplinary measures, including, but not limited to, failure for the exam or specific course work, dual credit course failure, removal from an academic program pathway, suspension from Ivy Tech, and expulsion from the College.

Violations of academic integrity and professional behavior include, but are not limited to, the following acts:

- **Cheating or Aiding Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; obtaining a copy of an examination or questions from an exam prior to taking the exam; altering graded work with the intent to deceive another person to do one's work and then submitting as one's own work; allowing another person to take an examination in one's name; and submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should be instructed to consult with their instructors. Claims of ignorance will not necessarily excuse the offense.



## Requesting an Official Transcript

An official transcript is one that is printed on Ivy Tech paper with a seal and signature. It can be sent to another school or organization on your behalf, or directly to you. Colleges and universities will require this type of transcript for credit transfer. There is a \$5 per copy fee for official transcripts. Official transcripts will not be released directly to/for pick up to anyone other than the student whose record it contains.

### Option 1: In Person

1. Pay the \$5 per copy fee on campus in the Bursar's Office.
2. Take receipt to Express Enrollment Center for transcript printing.
3. Transcript can be taken with you or mailed to an address of your choice. Transcripts cannot be sent electronically from a campus.

### Option 2: Order Online

1. Go to [parchment.com](https://parchment.com).
2. Login or create an account. Your high school Parchment account will not work for college transcript orders.
3. Select "Order my transcript or credentials."
4. Follow the directions to submit your order.

### Option 3: Ivy Tech Website

1. Go to [ivytech.edu/registrar](https://ivytech.edu/registrar).
2. Click on Transcripts.
3. Select the appropriate link according to when your coursework at Ivy Tech was taken.
4. Login or create a Parchment account. Your high school Parchment account will not work for college transcripts.
5. Select "Order my transcript or credentials."
6. Follow the directions to submit your order.

### Option 4: MyIvy

1. Go to [my.ivytech.edu](https://my.ivytech.edu) and enter your email address and password in the secure access login boxes on the MyIvy homepage. If you have never used MyIvy, please click the First Time User button located below the login box and follow the instructions (your Student ID/C# will be needed).
2. Once logged in, click on the Student tab, then "Student Dashboard."
3. Click Graduating Student under "New or Graduating Students" at the bottom of the page.
4. Click the link entitled Request Official Transcripts.
5. Login or create a Parchment account. Your high school Parchment account will not work for college transcripts.
6. Select "Order my transcript or credentials."
7. Follow the directions to submit your order.

## Educational Technology Support

Dual credit students and instructors have the support the college's Educational Technology team. For assistance with connectivity, hardware, and/or applications issues, college users should each out to the technician located at their home Ivy Tech campus list

here. <https://link.ivytech.edu/etc-staff-contact>.



## Satisfactory Academic Progress (SAP)

To remain in good financial aid standing and retain eligibility for Title IV financial aid, all students, including dual credit students, must maintain a minimum grade point average (GPA), complete the courses in which they enroll, and complete their program of study within a reasonable period of time. Dual credit students that do not meet Satisfactory Academic Progress (SAP) run the risk of being ineligible to receive financial aid at Ivy Tech. To maintain SAP, dual credit students must do all of the following:

- Maintain a cumulative GPA in their dual credit/college courses that is greater than or equal to 2.0.
- Successfully complete 67% or more of all attempted college credit hours.
- Finish their college program of study within the Maximum Time Frame (MTF). This means that the credit hours attempted by a student, regardless of whether or not they apply toward the student's program, are within 150% of the total credit hours required by the student's declared program. For example, if a student is attempting to earn a 60 credit hour Associate Degree, then their MTF is 90 credits (150% of 60). If a student is attempting to earn a 120 credit hour Bachelor's Degree, then their MTF is 180 credits (150% of 120).



# Dual Credit Student Rights & Responsibilities

## Student Rights

Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. In the Code of Student Rights and Responsibilities, the term, “student” is used to refer to individuals pursuing credit course-work, taking non-credit classes and training programs, and individuals who have applied for these offerings. In addition, the term, “student” may also be applied to a group of individuals and a recognized student organization and all participants. Furthermore, a student who discontinues enrollment after allegedly violating the Code of Student Rights and Responsibilities shall be considered a student for the purposes of the conduct proceedings until such matter is resolved. Within the context of the entire educational setting, this includes experiences both inside and outside the classroom. All students have the following rights:

## Rights in the Pursuit of Education

The classrooms, laboratories, libraries, studios, and other spaces are the essential learning environments of the College, and the freedom to learn in these environments should be promoted and encouraged by the College’s faculty and staff. The following statements have been developed in support of students’ rights in all learning environments within the College. Students shall have the right to:

1. Have reasonable access to faculty and staff, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process.
2. Have access to academic advising and clear expectations for credential and graduation requirements.
3. Have the relevant information needed to make informed decisions related to the pursuit of their education.
4. Learn in an environment that supports the freedom of self-expression and association.
5. Participate in an exchange of ideas, pursuant with their constitutional rights and the Preamble of this Code, free of conduct that impedes either a faculty member’s ability to teach or the student’s ability to learn.
6. Receive either a print or electronic class syllabus in a timely manner.
7. Expect to interact with faculty who are engaged in the learning process. Students may expect faculty to provide clearly stated class goals and expectations for class performance and evaluation, to meet classes as scheduled, and to be accessible for office hours, appointments, or consultation.
8. Expect that faculty and staff members will be sensitive to students’ religious beliefs and observances, including an expectation that instructors will make reasonable arrangements upon appropriate prior notice when a student must miss an exam or other academic exercise resulting from the observance of a religious holiday.
9. Take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion.
10. Study, work, and interact in an environment of professionalism and of mutual trust and respect that is free of sexual harassment by faculty or staff members or other students.

## Right to Freedom from Discrimination

Students have the right to study, work, and interact in an environment that is free from discrimination in violation of law or College policy by any member of the College community. Students at Ivy Tech are expected to respect the rights and dignity of other students, faculty, staff, and Ivy Tech visitors.

The College will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

A student has the right to be free from such discrimination by other students who have the effect of interfering with the student's ability to participate in programs or activities of the College.

Students who believe they are victims of discrimination may obtain information concerning the College's applicable policies and procedures from the Campus Student Affairs Officer or designee.

The College's Non-Discrimination Policy is outlined in the **Academic Support Operations Manual (ASOM) Policy 9.3**.

## Right to Freedom from Harassment

A student has the right to be free from sexual or discriminatory harassment a) in any building or at any location on any College property, or b) that occurs in a building or on property that is not College property if the harassment arises from College activities that are being conducted off the College campus, or if the harassment undermines the security of the College community or the integrity of the educational process or poses a serious threat.

Sexual harassment is unwelcome conduct or behavior of a sexual nature. Sexual harassment includes sexual violence. Both violent and non-violent sexual harassment is prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, written, electronic (e.g. by e-mail, text, social media, etc.), or physical conduct of a sexual nature. Sexual harassment occurs when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing, or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo), or when
2. Such conduct is sufficiently severe, pervasive or persistent to limit or deny a person's ability to participate in or benefit from the College's educational programs or affects employment, creating a hostile environment.

Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran's status and that adversely affects a term or condition of an individual's education, housing, or participation in a College activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in College activities.

The College's Non-Discrimination Policy is outlined in the **Academic Support Operations Manual (ASOM) Policy 9.3**.

## Title IX Statement for College in High School Programming

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students, including students enrolled in the College’s dual credit and dual enrollment programming, have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment, or stalking. Ivy Tech’s Title IX policies can be found [HERE](#).

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law requires that secondary and post-secondary instructors share this information with a Title IX Coordinator. The table below seeks to identify the various dual credit and dual enrollment scenarios (including the location of the course, who is employing the instructor, and the respondent type) with a determination of who should lead the investigation, circumstances where the investigation might be co-led, and who should be informed of the outcome.

SCENARIO	LOCATION	INSTRUCTOR	RESPONDENT	LEAD INVESTIGATOR	INFORMED
Dual Credit	High School	High School	Any	High School	Ivy Tech
Dual Credit (Ivy Tech Faculty on Loan)	High School	Ivy Tech	Instructor	High School/ Ivy Tech	High School/ Ivy Tech
Dual Credit at Ivy Tech (Evansville)	Ivy Tech	High School	Instructor	High School/ Ivy Tech	High School/ Ivy Tech
			Student	Ivy Tech	High School
			Ivy Tech Employee	Ivy Tech	High School
Dual Enrollment - formal MOU with HS	Ivy Tech	Ivy Tech	Any	Ivy Tech	High School
Dual Enrollment - independent of HS	Ivy Tech	Ivy Tech	Any	Ivy Tech	NA

## Annual Security Report

The College’s Annual Security Report can be accessed [HERE](#). The report contains information about safety and security policies, as well as statistics for crimes that have occurred within the College’s Clery Act designated geography. A paper copy of the report can be obtained by emailing [security@ivytech.edu](mailto:security@ivytech.edu) or by contacting the campus public safety lead as identified at [ivytech.edu/safety](http://ivytech.edu/safety).

## Right to Access Records

Ivy Tech maintains an educational record for each student who is or has been enrolled at Ivy Tech.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the following student rights are covered by the act and afforded to all students at Ivy Tech:

1. The right to inspect and review the information contained in the student's educational records.
2. The right to challenge the contents of the student's educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
6. The right to secure a copy of the institutional policy available in the **College's Academic Support Operations Manual (ASOM) Policy 3.6**.
7. The right to file complaints with the Department of Education concerning alleged failures by Ivy Tech to comply with the provisions of the act. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

At the College's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Ivy Tech unless a request for non-disclosure is on file:

- Name, address, email address, telephone number, dates of attendance, and enrollment status.
- Previous institution(s) attended, major, awards, honors, credentials.
- Past and present participation in officially recognized activities, date and place of birth.

## FERPA Waiver and Student Information Release Authorization

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, the College is prohibited from providing certain information from your student records to a third party, such as information on class schedule, grades, student accounts, discipline records, official transcripts and other student record information. This restriction applies, but is not limited, to your parents/legal guardian, your spouse or a sponsor without permission. A FERPA release is embedded into the dual credit application providing allowances for the reporting of academic progress between Ivy Tech campuses, to partner high schools, to other universities and to government entities for the purpose of research, evaluation or transfer opportunities.

As a student, you have the ability to select specific third-party designees to have access to your student records and the types of information you wish to be provided. **The types of protected information you may choose to release are:**

- A. Academic information (e.g. grades and class schedule)
- B. Student account/cashier information (e.g. amount due on a bill)
- C. Financial aid information (e.g. scholarship and loan amounts)

# Dual Credit Student Resources

## Campus & Virtual Library Systems

Dual credit students have access to the college's campus and virtual library systems. Library staff are available to help students with research, locating materials and answer library resource questions. Campus libraries provide access to books, magazines, and journals with study rooms available in most campus libraries. Computer stations, wireless access, ADA accessible workstations, printers, photocopiers, and scanners can be accessed through our libraries as well. The Ivy Tech online library provides 24/7 access to thousands of magazines and journal articles, full-text electronic books, audio and video collections, reports, special subject guides and more. For more information about Ivy Tech Library Supports, please visit our website at: [library.ivytech.edu/allstate](http://library.ivytech.edu/allstate).

## Tutor.com & Campus Learning Resource Centers

In partnership with **Tutor.com**, Ivy Tech offers 24/7 online tutoring that connects students with an expert tutor the minute they need assistance. This tutoring service is easy to use and can be accessed from any internet-enabled computer or mobile device. **Tutor.com** offers resources such as assessment quizzes, study tools, lessons, test prep materials, and instructional videos. Tutoring is free for students and sponsored by Ivy Tech to support academic success. Students receive up to 25 hours of tutoring each term in which they are actively enrolled in Ivy Tech courses. If additional tutoring resources are needed, the college can expand allocations on a case-by-case basis. If students prefer face-to-face tutoring support, our campuses also offer tutoring or learning resource centers staffed by faculty. For more information about Ivy Tech's tutoring services, please visit our website at: [ivytech.edu/tutoring](http://ivytech.edu/tutoring).

## Software Downloads

Mimicking the software downloads available to on-campus students, faculty, and staff, dual credit students and faculty can download software for free. This includes Microsoft Office 365, which includes access to Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Additionally, faculty, staff, and all currently enrolled Ivy Tech students are eligible to download Read & Write (RWG) at no charge. RWG, most commonly utilized through Disability Support Services (DSS), provides tools to assist with reading, writing, studying, and research. RWG enables users to text-to-speech, voice recognition (talk to text), highlighting tools, and dictionary tools.

## Wraparound Services & Student Life

All Ivy Tech students have access to the **IvyAssist web platform**, which is a robust database of community resources and support available to users. When students log onto the site, they search the database by entering their zip code, which connects them with various resources in their communities, featuring organizations who provide food assistance, housing resources, transportation, health resources, financial assistance, education options, legal services, and so much more. Student life programming for dual credit students is somewhat limited; however, dual credit students who meet eligibility requirements can join Phi Theta Kappa National Honor Society (each Ivy Tech campus has its own chapter). When dual credit students become eligible, they receive a letter outlining the society and steps for joining.

## Transfer Curriculum

**The Indiana College Core (ICC)**, branded by Ivy Tech as “Start as a Sophomore”, is the 30-credit technical certificate that is transferable to any public (and many private) institutions across the state of Indiana.

The ICC consists of 30 college credits covering six different academic categories that fulfill general education requirements for a bachelor’s degree and transfers between post-secondary schools as a package. Transfer schools will accept the certificate as a total package of 30 credits rather than evaluating each individual class for transfer. The ICC certificate is legislatively guaranteed to transfer to any in-state institution and is accepted at the majority of private institutions as well.

Minimum required GPA for completion is a 2.0 and students must complete a minimum of 15 credit hours in Ivy Tech courses, including dual credit courses, in order to meet the residency requirements.

When students complete the ICC, they are eligible to participate in Ivy Tech’s commencement ceremony and will receive a diploma signifying their accomplishment. The completion will be denoted on the transcript to notify a receiving school that the student earned the technical certificate.

The six elective categories a student must fulfill within the ICC are:

- Written Communication
- Speaking and Listening
- Quantitative Reasoning
- Scientific Ways of Knowing
- Social and Behavioral Ways of Knowing
- Humanistic and Artistic Ways of Knowing



# Additional Tools & Reference Documents

## Accessing MyIvy for High School Dual Credit Students

MyIvy is Ivy Tech's web portal for students, faculty, and staff, providing access to all of Ivy Tech's online services. Dual credit high school students are actually Ivy Tech college students as well. In order for our dual credit students to feel more connected to Ivy Tech, we recommend each student set up their MyIvy account upon completion of the online dual credit application at [ivytech.dualenroll.com](http://ivytech.dualenroll.com).

### Why is MyIvy beneficial? What are its common uses?

1. Printing unofficial transcripts
2. Checking grades
3. Ordering official transcripts
4. Utilizing the College's email system
5. Accessing Tutor.com (for 24/7 free tutoring services)
6. Downloading free Microsoft Office
7. Viewing local and statewide student discounts
8. Accessing scholarship information
9. Run a degree completion audit (i.e. for ICC and/or AGS)

## Setting up MyIvy for First Time Users

To set up your account for the first time, visit [myivy.ivytech.edu](http://myivy.ivytech.edu) and click on the **First Time Here?** link.

1. Click on the "I Agree" button on the Acceptable Use Policy page.
2. If you know your Ivy Tech email address, please enter it into the "Ivy Tech Email Address" box. If you do not know your Ivy Tech email, click "Don't know your Ivy Tech email address?".
3. Enter the following pieces of information:
  - First name
  - Last name
  - Student ID (or Ivy Tech C#)
  - Your date of birth in MM/DD/YYYY format
  - The zip code of your current mailing address
4. You will then be asked to "Add Recovery Data". Please enter a readily accessible email address and/or phone number. A validation code will be sent to you immediately.
5. Upon verification, you will create a password.
6. Your MyIvy account setup is now complete. If you would like to access MyIvy, you can do so by entering your Ivy Tech email address and password in the login boxes on the MyIvy homepage.



## Accessing Unofficial Transcripts once logged in to MyIvy

1. Click on the “Student” tab (located on the left toolbar)
2. Click on “Course Info” or “Advising” under the “Student” tab
3. Click on “Unofficial Transcripts”
4. Click “Submit”

## Accessing MyIvy Reset Your Password

1. Visit [myivy.ivytech.edu](https://myivy.ivytech.edu) and click on the **Reset or Forgot Password** link.
2. If you do not know your Ivy Tech email, click “Don’t know your Ivy Tech email address?” and follow the prompts. Please note: You will need your Ivy Tech C# (get with your high school counselor if needed)
3. Click on the “I Agree” button on the Acceptable Use Policy page.
4. Type in your Ivy Tech email and click the “Get Started” button.
5. Click “Reset My Password”.
6. Choose a method of receiving your validation code.
7. Enter your validation code.
8. You can now create a new password. Passwords are valid for 90 days.

## Accessing MyIvy for Dual Credit Instructors

MyIvy is Ivy Tech’s web portal for students, faculty, and staff, providing access to all of Ivy Tech’s online services. Dual credit high school students are actually Ivy Tech students and as you know, dual credit high school teachers are also Ivy Tech instructors.

In order for our dual credit students to feel more connected to Ivy Tech, we recommend each student set up their MyIvy Account.

**Dual credit instructors need to set up their MyIvy account in order to enter grades** as well as utilize other resources (some of which are mentioned below).

### Why is MyIvy beneficial? What are its common uses?

1. Teachers can check rosters and enter grades; students can check their grades
2. Students can print unofficial transcripts
3. Students can order official transcripts
4. College email system can be utilized (@ivytech.edu)
5. Tutor.com (for 24/7 free tutoring services) can be accessed
6. Free Microsoft Office downloads
7. Students and teachers can view local and statewide ITCC discounts
8. Scholarship information can be accessed
9. Run a Degree Completion Audit (i.e. for ICC and/or AGS)

## Setting up MyIvy First Time Users

To set up your account for the first time, visit [myivy.ivytech.edu](https://myivy.ivytech.edu) and click on the **First Time Here?** link.

1. Click on the “I Agree” button on the Acceptable Use Policy page.
2. If you know your Ivy Tech email address, please enter it into the “Ivy Tech Email Address” box. If you do not know your Ivy Tech email, click “Don’t know your Ivy Tech email address?”.
3. Enter the following pieces of information:
  - First name
  - Last name
  - Student ID (or Ivy Tech C#)
  - Your date of birth in MM/DD/YYYY format
  - The zip code of your current mailing address
4. You will then be asked to “Add Recovery Data”. Please enter a readily accessible email address and/or phone number. A validation code will be sent to you immediately.
5. Upon verification, you will create a password.
6. Your MyIvy account setup is now complete. If you would like to access MyIvy, you can do so by entering your Ivy Tech email address and password in the login boxes on the MyIvy homepage.

## Accessing Unofficial Transcripts once logged in to MyIvy

1. Click on the “Student” tab (located on the left toolbar)
2. Click on “Course Info” or “Advising” under the “Student” tab
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## Accessing MyIvy Reset Your Password

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2. If you do not know your Ivy Tech email, click “Don’t know your Ivy Tech email address?” and follow the prompts. Please note: You will need your Ivy Tech C#.
3. Click on the “I Agree” button on the Acceptable Use Policy page.
4. Type in your Ivy Tech email and click the “Get Started” button.
5. Click “Reset My Password”.
6. Choose a method of receiving your validation code.
7. Enter your validation code.
8. You can now create a new password. Passwords are valid for 90 days.

# IvyLearn Quick Reference Guide & Glossary of Terms



To access your courses, go to:

**[ivylearn.ivytech.edu](http://ivylearn.ivytech.edu)**

A screenshot of the IvyLearn login page. At the top left is the Ivy Tech Community College logo. The main heading is "Sign in to your account". Below it are two input fields: "Username" with the placeholder "username@ivytech.edu" and "Password". A green "Sign in" button is below the fields. Underneath the button is a "Need help?" section with links for "Forgot Username", "Forgot Password", "Reset Password", "First Time User", and "Submit a Helpdesk Ticket". Two green arrows point from the text on the right to the username and password fields.

Sign in to your account with your username:

**Ivy Tech email address**

Trouble signing in?

If you are unable to sign in, you can retrieve your username or password, reset your password, register if you are a first time user, or contact the Helpdesk.

Once you log in, you will be taken to the Dashboard.

## IvyLearn Glossary of Terms

**Account:** You can edit your Profile (picture and biography), change your Settings (add a second email or phone), set your Notifications (how you are alerted), access and upload Files, and Logout.

**Dashboard:** The Dashboard shows past and present classes, upcoming assignments, and feedback from instructors. You can set which courses are shown on your Dashboard by clicking on Courses in the navigation bar to the left.

**Courses:** This link will list the same courses as the Dashboard. Clicking on All Courses will allow you to select which courses appear on the Dashboard. Click on the star to add or remove a course.

**Calendar:** The Calendar shows due dates and other important events that some instructors have added. You can filter the Calendar to see all classes or a specific course.

**Inbox:** You can use the inbox to send and receive messages within Canvas. An icon will show up when you have unread messages.

**Help:** You can access the Student Resource Center, Contact the Help Desk, search for answers on the Canvas Guides, and access the online Library.

**Announcements:** You should check this often for announcements instructors make about assignments, projects, deadlines, etc.

**Syllabus:** This should always be the first place you start! Check the syllabus for course information, book requirements, assignments, and due dates.

**Modules:** Some instructors arrange their courses using modules in weekly installments or by the chapters of a book. Modules can contain assignments, quizzes, discussions, content pages, links to other websites, and more.

**Grades:** You can access your grades for assignments, quizzes, and exams. You can also calculate what your final grade would be.

**People:** You can view all of the students enrolled in the course. The search feature allows you to find a specific person or you can filter by role (e.g. student, instructor, etc.)

**Chat:** The Chat tool can be used for real-time conversations with your classmates and instructors. All messages and content can be viewed by anyone in the course. You can open the Chat window in a new browser while working on course work in IvyLearn.

**Ivy Advising:** You can also schedule an appointment to meet with your advisor.

**For additional help with the course navigation bar visit [the Canvas Guide](#).**

## Indiana College Core (ICC) Tool

Checklist: Click this [LINK](#) to access a helpful checklist to mark off the courses a student completes on his or her way to completing the Indiana College Core. A list of transferable courses and credits from other institutions and providers can be found under each category on the checklist.