



**2017 – 2018**

**Dual Enrollment Partnership  
Student and Parent Guide**

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**MEMBERS OF THE IVY TECH DUAL ENROLLMENT TEAM**

**Andrea McDole**  
**Director of K – 14 Initiatives**

**Phone: 812-265-2580 ext. 4145**  
**Email: [amcdole3@ivytech.edu](mailto:amcdole3@ivytech.edu)**

**Rachel Jones**  
**K-14 Office Assistant**

**Phone: 812-265-2580 ext. 4117**  
**Email: [rjones124@ivytech.edu](mailto:rjones124@ivytech.edu)**



***I. PARTNERSHIP, COURSE OFFERINGS, STUDENT ELIGIBILITY, AND TRANSPORTATION***

**Partnership Overview**

Madison Consolidated Schools (MCS) will offer additional opportunity to students through partnership with Ivy Tech Community College at the Madison campus.

Ivy Tech dual enrollment courses will be offered at the Madison Ivy Tech campus and will be taught by Ivy Tech faculty. There is no additional cost for Ivy Tech tuition or associated fees.

**Participating students will be financially responsible for textbooks.**

Additionally, the Madison Ivy Tech campus will serve as a host facility for some MCS dual credit courses. The MCS dual credit courses held on the Ivy Tech Madison campus will be taught by MCS staff.

Ivy Tech is committed, to the best of our ability, to be considerate of the MCS academic calendar.

**Student Eligibility for Dual Enrollment**

In order to be eligible for dual enrollment courses at Ivy Tech, students must meet all course prerequisites and minimum admission standards. Please see your student's assigned high school counselor for more information about eligibility requirements for participation in the program.

**Transportation to Ivy Tech**

Students are allowed to provide or obtain their own transportation to and from Ivy Tech. A transportation waiver will be provided to participating families by the MCS administration before the start of the 2017 – 2018 academic year. Even students who participated in the program last year will be given a waiver form. Parents and students must sign and return the waiver to Madison Consolidated School staff on or before the first day of school in order for a student to drive to and from Ivy Tech's campus. MCS will also provide daily bus transportation to and from Ivy Tech.

## II. **GRADE REPORTING, STUDENT COMPLAINT PROCESS AND ACCOMMODATIONS**

### **Dual Enrollment Grade Reporting**

As a student in an Ivy Tech dual enrollment course, students will be held to the standard of a true college student. Part of the vision of the MCS - Ivy Tech partnership is to give students a “test-drive” of college. As a result, grades and communication from Ivy Tech dual enrollment courses will be slightly different than classes taken at MCS.

Madison Consolidated Schools will pay for the cost of **tuition** only provided the student is pursuing the TGEC or an approved career pathway sequence, and the student must earn at least a “C” in the course/s. If a student does not earn at least a “C” in the course(s), the student will be required to pay for the Ivy Tech Community College credit of which a “C” or higher was not earned.

### **Ivy Learn Grade Book**

Student grades will be maintained electronically by Ivy Tech instructors using the Ivy Learn grade book. Ivy Learn is a Web-based learning management system designed to provide a space for face-to-face course supplementation. Ivy Learn provides many types of tools and features for enriching the learning experience. A real-time, up-to-date, online grade book is one of these features utilized by Ivy Tech faculty. Ivy Learn is accessible to students through My Ivy, Ivy Tech’s web portal for students, faculty and staff. My Ivy is a single point of access to all of Ivy Tech’s online services, including administrative services that normally must be completed on campus. Students will receive a username and password that will allow access to My Ivy, Ivy Tech e-mail, and Ivy Learn.

Ivy Tech faculty update the Ivy Learn grade book each week. In this way, students are able to regularly track their academic progress.

### **Mid-Term and Final Grades**

Ivy Tech faculty will post both mid-term and final course grades. Both mid-term and final course grades will be available through My Ivy.

All mid-term and final grades will be recorded in the MCHS grading system.

## Student Complaint Process

The Ivy Tech – student complaint process is found in the Code of Student Rights and Responsibilities at p. 35 and is also excerpted below:

### **General Complaint**

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 this issue. It is expected that most, if not all, misunderstandings 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. Once the student has submitted his/her complaint in writing with 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 Office Vice Chancellor for Students Affairs.

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

### Family Educational Rights and Privacy Act (FERPA)

The Ivy Tech Dual Enrollment Form contains language authorizing Ivy Tech to release information to MCS administrators, faculty, and staff, Ivy Tech administrators, faculty, and staff, and to the student's parents/legal guardians:

To the best of my knowledge, the above information is complete and accurate. I understand that if I knowingly provide false information, my enrollment may be revoked. Additionally, I authorize the release of information between Ivy Tech Community College and the High School/Career Center and the respective staff of each, as well as, to my parents/legal guardian(s) for the purpose of research, evaluation, financial assistance, student status, and/or transfer opportunities. I understand that I will receive a final grade for this course. All grades will be placed on my Ivy Tech Community College permanent record, unless I withdraw from the course(s) no later than the specified withdrawal date for the term. I further understand that receipt of an unsatisfactory grade(s) in any of the above courses may negatively impact my future eligibility for student financial aid and assistance.

This release allows the Ivy Tech administrators, faculty, and staff to communicate with parents/legal guardians and MCS administrators, faculty, and staff regarding the student's academic records.

### **Student Communication Process: Academic Progress/Needs**

The MCS - Ivy Tech Partnership represents an opportunity for students to experience a collegiate learning environment. In the collegiate learning environment, students are expected to independently engage the instructor regarding classroom needs. This provides important training for students in advocating for their own needs, and, ultimately, academic success.

Ivy Tech observes the following procedure for resolving academic needs and/or concerns:

The student must first approach the course Instructor. If the student and the Instructor are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Program Chair. If the student and the Program Chair are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Academic Dean. If the student and the Academic Dean are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Vice Chancellor of Academic Affairs and/or Campus President.

### **Parent Involvement: Student Communication**

Students must ask the Instructor, Program Chair, Dean, Vice Chancellor of Academic Affairs, and Campus President for another party, including a parent/legal guardian, to be present.

### **Student Support Services**

Students will be instructed in their course syllabus the best means of communication with the Instructor. Instructors will notify students at the start of the semester regarding scheduled office hours for additional advising or course help. We recommend students communicate with their parents about Ivy Tech coursework. Ivy Tech will follow FERPA guidelines in relation to privacy.

### **Students with Individual Education Plans (IEP) and 504 Plans**

If a student follows an IEP or 504 Plan and would like to receive any available accommodations in dual enrollment courses, the following steps must be followed:

- Students must request their IEP/504 documentation from MCHS

- IEP/504 documentation must be delivered to Ivy Tech Disabilities Coordinator, Tim Renners (located in the Ivy Tech library).
- Tim Renners will communicate regarding next steps related to available accommodations.

### **III. ALIGNMENT OF CALENDARS: MCS AND IVY TECH**

#### **Schedule**

**Classes will occur in three, fifty minute blocks. Students will receive their schedules on the first day of class on August 3, 2017.**

<b>Bus transport from MCHS to Ivy Tech</b>	<b>7:45 a.m.</b>
<b>Period 1</b>	<b>8:00-8:50 a.m.</b>
<b>Period 2</b>	<b>9:00-9:50 a.m.</b>
<b>Period 3</b>	<b>9:55-10:45 a.m.</b>
<b>Bus transport from Ivy Tech to MCHS</b>	<b>10:50 a.m.</b>

**Students are required to return to Madison Consolidated High School for the start of 4th period.**

#### **Calendar**

<b>2017-2018</b>	
<b>Academic Year</b>	<b>Start Date:</b>
<b>MCHS:</b>	<b>August 3, 2017</b>
<b>Ivy Tech:</b>	<b>August 21, 2017</b>

**Classes begin August 3, 2017 on Ivy Tech campus.**

**During the time between the start of the MCHS school year and the Ivy Tech semester, students will receive an orientation to Ivy Tech resources, technology and expectations**

#### **Fall Break:**

**MCHS: October 11 – 20**  
**Students are not required to report to Ivy Tech but will be required to complete electronic assignments via Ivy Learn during the MCHS Fall Break (as assigned by their instructor).**

**Ivy Tech: No Fall Break.**



**Thanksgiving:**

**MCHS: November 22-24**

**Ivy Tech: November 21-24**

***Ivy Tech dual enrollment courses will not be held on November 21<sup>st</sup>, however, MCS is in class and students must report to the Ivy Tech campus for all MCS instructor lead classes.***

**Winter Break:**

**MCHS: December 21-January 3**

**Ivy Tech: December 18-January 16**

***MCS classes begin Thursday, January 4, 2018 on the Ivy Tech campus.***

**MLK day:**

**MCHS: January 15**

**Ivy Tech: January 15**

***Students are not required to report to Ivy Tech, building will be closed.***

**Spring Break:**

**MCHS: March 19-23 (potential snow makeup)**

**March 26-30 (no school)**

**Ivy Tech: March 26-30**

***Further communication related to the potential snow make-up week will be shared as we approach the week of March 19<sup>th</sup>.***

**End of term:**

**MCHS: May 30**

**Ivy Tech: May 11**

### **MCS Snow days**

***Ivy Tech will be considerate of MCHS snow days. If Ivy Tech is open and MCHS is not, instructors will post Ivy Learn (electronic) assignments as needed.***

### **MCS 2 Hour Delays**

***MCHS students will not report to Ivy Tech. Ivy Tech instructors will post Ivy Learn (electronic) assignments as needed. Students will report to MCHS at 10:00am.***

### **MCS E-Learning Days**

**Students will report to Ivy Tech for both their MCHS classes and dual enrollment classes on e-learning days. If there is a weather delay or closing on a scheduled e-learning, students are not required to report to Ivy Tech (see policy above for 2 hour delays and closings).**

### **Drop/Add Procedure**

**WITHDRAWAL ON OR BEFORE SEPTEMBER 1, 2017 (FALL)/January 26, 2018 (SPRING)**

Students may make changes to their dual enrollment schedule on or before September 1, 2017/January 26, 2018. This is the standard drop period for Ivy Tech. These changes may be made without any academic penalty to the student.

**WITHDRAWAL ON OR BEFORE SEPTEMBER 1, 2017 (FALL)/January 26, 2018 (SPRING)**

After September 1, 2017/January 26, 2018, students may withdraw from the Ivy Tech dual enrollment course after following the procedure explained below and with a full understanding of the following consequences.

Students may not make adjustments to their course schedule without first meeting with both the student's assigned MCS counselor and Andrea McDole, Director of K-14 Initiatives. This is to ensure that the student understands the consequences of his or her contemplated decision.

#### WITHDRAWAL **AFTER SEPTEMBER 1, 2017 (FALL)/January 26, 2018 (SPRING)**

Students may withdraw from the Ivy Tech dual enrollment course(s) **after** September 1, 2017, **with academic penalty**. A student who withdraws from the Ivy Tech dual enrollment course will earn an "F" in the course on his or her MCS transcript. This grade of "F" will be factored into the student's grade point average for the term and the student and/or their family will be responsible for paying tuition and other fees to Ivy Tech.

Students will also earn a 'W' on their Ivy Tech transcript.

#### **IV. ATTENDANCE AND DISCIPLINE**

##### Attendance

Attendance at each class session is a critical part of being successful.

Attendance in dual enrollment classes will be reported to MCHS.

##### **Academic Consequence for Non-Attendance**

IVY TECH – The student will be subject to any academic penalty set forth in the course syllabus.

MCS – The student will be subject to the stated penalties set forth in the Student Code of Conduct.

##### **Discipline Consequence**

MCS – A student who fails to report to their Ivy Tech class without parental consent and notifying MCS, would be subject to sanctions per the MCS Truancy Policy.

## **V. *STUDENT CONDUCT EXPECTATIONS***

Students are expected to abide by the standards set forth in the Student Code of Rights and Responsibilities when at the Madison Ivy Tech Campus. The Code can be found online at the following link for your reference:

<https://www.ivytech.edu/studentcode/>