



# 2023-24 Dual Enrollment Partnership Parent/Student Guide

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# PARTNERSHIP, COURSE OFFERINGS, STUDENT ELIGIBILITY AND TRANSPORTATION

## PARTNERSHIP OVERVIEW

Madison Consolidated Schools (MCS) will offer additional opportunities 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.

## 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 2023-2024 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.

# GRADE REPORTING AND STUDENT COMPLAINT PROCESS

## 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 ICC 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.

### IvyLearn Grade Book

Student grades will be maintained electronically by Ivy Tech instructors using the IvyLearn grade book. IvyLearn is a Web-based learning management system designed to provide a space for face-to-face course supplementation. IvyLearn 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. IvyLearn is accessible to students through MyIvy, Ivy Tech's web portal for students, faculty and staff. MyIvy 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 MyIvy, Ivy Tech e-mail, and IvyLearn. Ivy Tech faculty update the IvyLearn 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 IvyLearn.

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

## Student Complaint Process

The Ivy Tech process for the 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 of the Vice Chancellor for Academic Affairs.

The Office of the Vice Chancellor for Academic 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

As a dual enrollment student through MCHS, you are agreeing to the transfer of information between Ivy Tech Community College and your high school administrators, faculty, and staff.

### **FERPA for Parents**

According to FERPA, college students are considered responsible adults and are allowed to determine who will receive information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of the student. Parents are encouraged to consult with the student if academic information or access to grades is needed. Students may give permission for parents or anyone else to obtain information about his/her records by completing a student waiver form with the K-14 Initiatives Department.

Written consent forms will be provided to students.

## STUDENT COMMUNICATION PROCESS

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 with 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 Chancellor.*

### Parent Involvement: Student Communication

Students must ask the Instructor, Program Chair, Dean, Vice Chancellor of Academic Affairs, and Chancellor 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.

# ALIGNMENT OF CALENDARS: MCS AND IVY TECH

## 2023-2024 ACADEMIC YEAR START DATE:

MCS: August 9, 2023  
Ivy Tech: August 21, 2023

## IMPORTANT DATES

IVYT: August 9-18, 2023  
All other courses: August 21, 2023

## MCS E-LEARNING DAYS

Students will report to Ivy Tech for both their MCS 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 for 2 hour delays and closings).

## SNOW DAYS

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

## 2 HOUR DELAYS

Students in morning classes will not report to Ivy Tech. Ivy Tech instructors will post Ivy Learn (electronic) assignments as needed. Students will report to MCS at 10:00am. Afternoon students report to Ivy Tech on schedule.

## FALL BREAK AND SPRING BREAK

Students are required to report to Ivy Tech during MCS's Fall and Spring Break unless otherwise directed by their instructor.

Ivy Tech Fall Break:       October 16–22, 2023

Ivy Tech Spring Break:    March 11–17, 2024

## THANKSGIVING

Ivy Tech:     November 23–24, 2023

MCS:         November 22–24, 2023

## WINTER BREAK

Ivy Tech:     December 18, 2023–January 15, 2024

MCS:         December 20, 2023–January 3, 2024

## MLK DAY

Ivy Tech:     January 15, 2024 (Ivy Tech Closed)

MCS:         January 15, 2024 (MCHS Closed)

## DROP / ADD PROCEDURE

Students may make changes to their Ivy Tech dual enrollment as outlined on the next page. This is the standard “drop/add” period for Ivy Tech. These changes may be made without any academic penalty to the student.

Ivy Tech dual enrollment classes will begin on Monday, August 21, 2023. **It is very important that students enrolled in the Ivy Tech dual enrollment course(s) make a commitment to successful completion of the course(s) during the first week of class.**

Students may withdraw from the Ivy Tech dual enrollment course(s) as follows: *Students may not make adjustments to their course schedule without first meeting with both their assigned MCS counselor as well as Andrea McDole, Director of K-14 Initiatives. This is to ensure that the student understands the consequences of his or her contemplated decision.*

WITHDRAWAL ON OR BEFORE SEPTEMBER 3 (Fall) and ON OR BEFORE JANUARY 29 (Spring) FOR 16 WEEK CLASSES. WITHDRAWAL DATES FOR 8 WEEK FALL CLASSES ARE: AUGUST 28 (1ST 8 WEEKS) and OCTOBER 30 (2ND 8 WEEKS). WITHDRAWAL DATES FOR 8 WEEK SPRING CLASSES ARE: JANUARY 23 (1ST 8 WEEKS) AND MARCH 25 (2ND 8 WEEKS).

### MCS Procedure

Students may withdraw from the Ivy Tech dual enrollment course(s) on or before the deadlines mentioned above without academic penalty. Alternative arrangements for the affected times will be made for the student by MCS.

### Ivy Tech Procedure

Students may withdraw from the Ivy Tech dual enrollment course(s) on or before the deadlines mentioned above without any notation on the Ivy Tech transcript. It is as though the student was never enrolled in the course(s).

### WITHDRAWAL AFTER DEADLINES:

#### MCS Procedure

Students may withdraw from the Ivy Tech dual enrollment course(s) after the deadlines mentioned above 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.

#### Ivy Tech Procedure

Students may withdraw from the Ivy Tech dual enrollment course(s) after the deadlines mentioned above until the 75% point of the course. A "W" will be noted on the student's Ivy Tech transcript. A "W" may have federal financial aid implications for the student throughout

# ATTENDANCE AND DISCIPLINE

## ATTENDANCE

Attendance in each class session is a *critical part of being successful*. Ivy Tech faculty will report non-attendance of MCS students in Ivy Tech courses to MCS. Non-attendance will be reported by Ivy Tech faculty by the end of the same business day.

### Academic Consequence

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: If a student fails to report to their Ivy Tech class without parental consent and notifying MCS, the student will be subject to sanctions per the MCS Truancy Policy.

# ACCOMMODATIONS

## IEP/504 PLAN

If a student follows an IEP or 504 Plan and would like to receive any available accommodations in dual enrollment courses, they must log onto MyIvy, search for *Accommodation* in the top search bar, and follow the steps under Disability Accommodation Request. The request must be renewed each semester.

# STUDENT CONDUCT EXPECTATIONS

## STUDENT CONDUCT

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/>



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