



**Ivy Tech Community College –  
Bloomington  
Student Handbook 2009-2010**

# Student Handbook

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## SECTION 1 – WELCOME TO IVY TECH COMMUNITY COLLEGE – BLOOMINGTON

### Disclaimer

This Student Handbook is intended to supply accurate information to the reader. Dates, office hours, and other information are subject to change. The College may revise any matter described in the Student Handbook at any time without publishing a revised version of it. Information which appears to apply to a particular student should be verified by the Office of Student Life and Leadership. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College - Bloomington.

### **1.1 Accreditation**

Ivy Tech Community College - Bloomington is an accredited college, recognized by several different accrediting organizations. The College as a whole is accredited by the Higher Learning Commission, North Central Association.

All Business Division programs (Accounting, Office Administration, Business Administration, Computer Information Systems, and Computer Information Technology) are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The Nursing programs, both the Practical Nursing and Associate of Science in Nursing degree programs, are accredited by the Indiana State Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC).

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

All Technology programs (Industrial Technology, Design Technology, and Electronics) are accredited by the National Association of Industrial Technology (NAIT).

### **1.2 Mission Statement**

It is the mission of Ivy Tech - Bloomington to serve our diverse communities as a comprehensive community college by creating and sustaining strategic partnerships that enable us to deliver quality higher education and advanced training programs for the purpose of changing the lives of our students and supporting the workforce and economic development goals of our communities.

### **1.3 Mission Statement of Ivy Tech Community College - Bloomington**

Mission: It is the mission of Ivy Tech-Bloomington to serve our diverse communities as a comprehensive community college by creating and sustaining strategic partnerships that enable us to deliver quality higher education and advanced training programs for the purpose of changing the lives of our students and supporting the workforce and economic development goals of our communities.

### **1.4 Diversity Statement**

Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirms all human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to, differences in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, socioeconomic status, age, ability, and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the College endeavors to graduate culturally literate individuals who will make positive contributions to a local, national, and global society.

## SECTION 2 - STUDENT SERVICES

### **2.1 Student Life**

For a complete list of Student Organizations and Clubs check out the Student Life section on the college website at <http://www.ivytech.edu/bloomington/students/index.html>. In addition, information about recreational sports, campus activities and other student life events can be found at this site. Guidelines and Resources for the formation of campus clubs and organizations can also be found on the Student Life website. For more information on starting clubs please contact the Office of Student Life at 812-330-6333.

### **2.2 Students with Disabilities**

College programs and facilities are designed to be accessible to students with disabilities. Our Office of Student Development will aid students with disabilities with career planning, financial aid, personal counseling and placement. The College staff works with many service agencies in our area to assist students with physical and psychological disabilities through available local community resources. Students with disabilities are urged to visit the Student Success Center on campus or contact Sue Gauck at (812) 330-6046 or by email at [sguack@ivytech.edu](mailto:sguack@ivytech.edu) for assistance.

### **2.3 Financial Aid**

Let's face it -- college is a major expense! Most students need some help. Ivy Tech Community College offers various

types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. The Financial Aid Office provides information concerning student aid programs for both full and part-time students. **Walk-in hours for the Financial Aid Office are: Monday through Thursday, 8 a.m.-6 p.m.; and Friday, 8 a.m.-5 p.m.**

**The best and most up to date information about financial aid can be found on the college's website at <http://www.ivytech.edu/bloomington/fa/>**

Ivy Tech Community College financial aid programs include the following:

- Academic Competitiveness Grant
- Child of Disabled Veterans
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants
- Federal Work-Study
- Federal Stafford Student Loans
- Indiana Grants and Scholarships
- Ivy Tech Foundation Scholarships
- PLUS (Parent Loan for Undergraduate Students)
- Summer Grant for Students

## 2.4 Academic Problems and Financial Aid

### 2.4.1 Satisfactory Academic Progress

Ivy Tech Community College is required under Title IV of the Higher Education Amendments to define and administer Standards of Satisfactory Progress for students receiving financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards. Recipients who fail to meet the Standards of Progress by the end of the semester will be placed on probation for the following semester. During the term on probation, the student can receive financial aid with the understanding that they must meet the Standards of Progress by the end of the probationary term.

### 2.4.2 Federal Return of Funds

Federal financial aid recipients who withdraw or stop attending all classes before the 60 percent point in the term will owe money back to the federal government and/or Ivy Tech.

### 2.4.3 Qualitative Measure

Non-remedial coursework assigned with a letter grade of A, B, C, D or F contributes to the cumulative GPA. Students who have 15 or more cumulative quality credit hours (excluding remedial coursework) must maintain a minimum 2.00 cumulative grade point average at the end of each semester. Achieving a GPA of less than 2.0 will result in academic/financial aid probation for the next term of enrollment. During the probationary period, the student must maintain a minimum GPA of 2.00 each term. The probationary status will be removed when the student's cumulative GPA is 2.00 or higher. NOTE: Academic skills advancement classes/remedial coursework do not count in the GPA. Financial aid may be granted for up to thirty (30) credit hours of academic skills advancement classes/remedial coursework.

### 2.4.4 Quantitative Measure

Students are expected to complete 67 percent of their cumulative attempted hours. Completing less than 67 percent of the cumulative attempted hours will result in academic financial aid probation for the next term of enrollment. During the probationary period, the student must complete all (100 percent) program hours attempted and any remedial courses over the 30-hour exclusion during the probationary term. The probationary status will be removed when the student completes 67 percent of their cumulative hours. Courses assigned a letter grade of A, B, C, D, F, I, S, U or W count in quantitative and maximum time frame calculation, as do transfer credits accepted toward degree programs and any repeated coursework. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period. For example:

Total Hours Attempted	Minimum Hours Required to Complete
36	24
24	16
12	8
9	6
6	4

### 2.4.5 Maximum Time Frame

Students who are receiving financial aid are expected to complete all requirements for an Associate Degree or Technical Certificate within a maximum time frame of attempted credit hours. A student reaches maximum time frame after having attempted the credit hour equivalent of 150 percent of the credits required for the current degree or certificate.

Financial aid may be granted for up to thirty credit hours of enrollment in Academic Skills Advancement courses.

Educationally disadvantaged students accepted in an eligible program will be able to enroll in Academic Skills Advancement courses (not counted toward the TC, AA, AS, or AAS degree) in order to ensure their academic good standing.

#### 2.4.6 Remedial Coursework

All remedial credits after 30 hours will be included in the maximum time frame and the quantitative measure.

### 2.5 Reinstatement Options

If financial aid eligibility has been terminated due to failure to meet GPA Standard of Maximum Time Frame, students may be able to submit an appeal to explain extenuating circumstances that contributed to their failure to meet the expected standards of progress. In addition, students may be able to increase their GPA and /or completion rate by enrolling in courses without financial aid and receiving a grade of C or better and completing all classes registered (at least 6 credit hours). Contact the Financial Aid Office for more information on financial aid termination appeal options.

### 2.6 Maximum Time Frame

Students who are receiving financial aid are expected to complete all requirements for an Associate Degree or Technical Certificate within the maximum time frame stated. A student must be eligible for degree completion within the credit hour equivalent of 150% of the credits required for their degree or certificate. Up to 30 hours of Academic Skills Advancement courses are excluded in determining maximum time frame. Financial Aid will be denied un semesters following completion of maximum time frame.

### 2.7 Failing to Meet the Standards

#### Financial Aid Termination

If a student does not meet the GPA Standard or required Completion Rate by the end of their probationary term, or if a student does not receive a degree in the maximum time frame allowed, the student's aid eligibility is terminated. At this point, a student is not eligible for any aid from the Financial Aid Office, including student loans.

### 2.8 Student Records

Ivy Tech Community College 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:

- The right to inspect and review information contained in the student's educational records.
- The right to challenge the contents of the student's educational records.
- The right to a hearing if the outcome of the challenge is unsatisfactory.
- The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
- The right to prevent disclosure, with certain exceptions, of personally identifiable information.
- The right to secure a copy of the institutional policy.
- The right to file complaints with the Department of Education concerning alleged failures by the College to comply with the provisions of the Act.

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 (see below). The items listed below are designated as directory information and may be released for any purpose at the discretion of the College unless a request for non-disclosure is on file:

- Name, address, telephone number, dates of attendance.
- Previous institution(s) attended, major field of study, awards, honors, degree conferred.
- Past and present participation in officially recognized activities, date and place of birth.

Students may request the withholding of directory information by notifying the Registrar's Office in writing, specifying the categories to be withheld, within ten (10) calendar days from the first scheduled day of the term. Ivy Tech Community College will honor the request for one term only. Therefore, the student must file the request on a term basis. The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, the College assumes no liability for honoring a student's request that such information be withheld. Failure on the part of a student to request the withholding of specific categories of directory information indicates the student's approval of disclosure.

In addition, student records are held in security by the College. Transcripts on file with the College from high schools and other institutions of higher education cannot be released by the College. A student needing a transcript from high school or another college should request it directly from that institution. The Registrar's Office will assist students wishing to see and review their academic records and student files. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Registrar's Office. Complaints of noncompliance may be addressed to the Family Policies and Compliance Office, Department of Education, 400 Maryland Avenue, Washington, D.C., 20202-4605.

### 2.9 Dependency Provision

Ivy Tech Community College reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, to disclose educational records or components thereof *without written consent* to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 154 (as amended).

## **2.10 Academic Problems**

A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress. A student who does not maintain a 2.00 grade point average for a semester, or does not have a cumulative GPA of 2.00, will be required to meet with an academic advisor to discuss a plan of action to improve grades. **Registration for the next semester of school is not allowed until this meeting takes place.**

A student who is dismissed for unsatisfactory academic progress faces one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status.

A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate-declared student unless he/she chooses to participate in an extensive Academic Skills Advancement Program to correct academic deficiencies.

Dismissal from one campus of the College constitutes dismissal from the College as a whole. Petition for re-admission must be initiated at the site where dismissal occurred via the Academic Status Committee. Satisfactory academic progress is restored when a student successfully earns at least six credit hours and re-establishes a 2.00 cumulative GPA.

**PLEASE NOTE:** Attendance is very important for success in classes.

## **2.11 Student Parking**

### **PARKING RULES AND REGULATIONS**

The regulations contained herein are designed to provide a reasonable approach to driving and parking on the Ivy Tech Community College – Bloomington's Main Campus, Liberty Drive, Indiana Center for Life Sciences, and Depot. Students who drive to campus will be held responsible for the registration and proper operation of their vehicles. It is the responsibility of all students and employees to read, understand, and abide by the regulations. Ignorance of these regulations is not an acceptable excuse. These regulations shall govern the driving and parking of motor vehicles at the Ivy Tech Community College – Bloomington campus. Ivy Tech Community College students and employees must obtain a parking hangtag for each vehicle driven to the campus. Hangtags are available free of charge and are to be displayed on the rear view mirror of the vehicle while it is parked on campus. **Please note that Ivy Tech Community College is not responsible for the damage to any vehicle while parked on campus nor is the College responsible for loss of personal property in any vehicle.**

### **Parking Permit Registration**

Students may obtain parking permits from the Main Campus Lobby Reception Desk on the first floor. Parking permits are free and are required for all faculty, staff, and students.

### **Operation of Motor Vehicles**

A 10 MPH speed limit is in effect while on campus.

In areas where motor vehicles and pedestrians traffic conflict, the pedestrians have the right-of-way.

No vehicles are to be operated on the sidewalks or lawns of the campus.

All drivers must comply with the Indiana State Motor Vehicle Code in addition to the Ivy Tech Community College Parking Rules and Regulations.

### **Parking Regulations**

Parking is available for students on a first-come, first-served basis. Students may not park in spaces designated for "Visitors." "Handicapped" parking spaces are also available to those drivers with a handicapped permit only and an Ivy Tech hang tag. These spaces are also available on a first-come, first-served basis. The person in whose name a parking permit is registered with Ivy Tech Community College will be held responsible for any parking violations involving the vehicle whether incurred by him/her or another driver. Therefore, these regulations should be made known to any other persons who may operate the vehicle. If a vehicle is left on the Ivy Tech Community College campus for a period of three (3) consecutive days, such vehicles shall be termed "abandoned." Indiana State Police will be notified on the third consecutive day.

### **Fines and Towing**

**Illegally parking on campus:** This includes the following areas: Visitors' spaces in the front of the building; handicapped spaces without proper permits, and by the curbs around the campus, or any other area not specifically striped as a legal parking space. The College reserves the right to tow your vehicle at your expense if it is parked illegally.

Any student found to be in violation of any of the situations listed above will be assessed a fine as follows:

**First offense: \$25.00**

**Second offense: \$50.00**

**Third offense: \$100.00**

Additionally, any student receiving a fine will have a hold code placed on their student record, which will prevent them from registering for future courses, graduating, and receiving grades or transcripts for past courses. Also, please note that financial aid cannot be used to pay any of the above fines.

Questions should be directed to the Facilities Department by calling Doug Mattick at 812-330-6059 or Doug Giles at 812-330-6066.

### **2.12 Security**

There is a security guard at each campus every day after 2pm. The guard on duty is happy to escort any student to his/her car. The security guard can be found at the Main Lobby Reception Desk.

For security issues dial "0" on a school phone during regular hours that the building is open. The main reception desk security at each campus has incident report forms that can be filled out in the event of an incident occurring on campus.

## **Section 3 - POLICIES**

### **3.1 Accidents / Emergency Medical needs**

If a student has an accident on College property, the student should report the accident to campus security or the Office of Human Resources. If a student suffers an accident or illness while attending classes the student should notify the instructor.

The College will take the necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required, the student is financially responsible.

An Accident Report form needs to be filled out at the main desk. We will also take measures to guard against such accidents happening again if at all possible. The local police department should also be notified after any crime. It is College policy to assist the police in any investigation they conduct.

### **3.2 Alcohol and Drug Policies**

In compliance with Indiana state law, being under the influence of, use of, or distribution of illegal drugs is not permitted. Being under the influence of, or possession of intoxicating beverages on College property is also not permitted. Students, staff, or visitors in violation of these rules will be dealt with in compliance of College policy. Local law enforcement authorities may also be notified.

The College supports the Drug Free Schools and Communities Act of 1989. Many community agencies are available to assist students seeking counseling or treatment.

### **3.3 Bikes on Campus**

Bikes are welcome on campus. Students are encouraged to use the available bike racks in close proximity of the front of all Ivy Tech buildings, except the Depot.

### **3.4 Cell Phones**

The use of cell phones is not allowed in computer labs. Individual faculty may also have requirements pertaining to the use of cell phones in the classroom or during labs.

### **3.5 Child Care**

The College does not have on-campus child care facilities, but we will be happy to provide information to assist you in locating quality child care.

### **3.6 Children on Campus**

Please do not bring children to campus, to class, or leave in lounges, etc. Children are not permitted in classrooms, the Library or labs, as they can interfere with instructors or other students.

Leaving children unattended in lounges and other areas of campus is also not permitted for safety reasons. Unattended children could hurt themselves on machinery, fall down stairwells, etc. Please make arrangements to have your children looked after before coming to campus. Child care information is available in Student Development (C105). Our staff members will assist you in finding suitable child care if you need help. Security does have the authority to ask you to leave the building.

### **3.7 Pets**

Pets and other animals are not allowed on campus, other than those purposes of assistance with a disability (for instance, seeing-eye dogs). Dogs in training for service will not be permitted on campus. Any group or organization wishing to bring a pet on campus will need to seek approval with Doug Giles at (812) 330-6066.

## Section 4 - CONDUCT/RIGHTS/RESPONSIBILITIES

### 4.1 Student Conduct

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

The reputation of Ivy Tech and the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to students, student to student, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interest of the student, other students, or the College.

All Ivy Tech students are expected to abide by the following College rules of conduct. "Student" as used refers to a student, a group of students, a prospective student or a group of prospective students.

## Section 5 - College Rules

### 5.1 Academic Integrity

a. **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive by resubmitting it for re-evaluation; or altering or destroying grade records; or allowing another person to do one's work and then submitting as one's own; or allowing another to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

b. **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades.

c. **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgement of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense. **Instructors reserve the right to use the resources of the college to check student work for plagiarism.**

d. **Data Misrepresentation:** fabricating the data; or are deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or is deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered or generated.

e. **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; or forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication.

f. **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; or releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer system or information. Also, when college sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying, or altering of those institutions' computer records, systems, or program would similarly constitute a violation of academic integrity.

### 5.2 Assembly

College policy states that assembly in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised activities are included in the definition of obstruction.

### 5.3 Commitment of College Funding

Committing College funding, including student clubs or organizations, without written approval and paperwork will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of

the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

#### **5.4 Compliance and Identification**

Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.

#### **5.5 Discrimination Activities**

Any student involved in discrimination activities towards students or staff will face disciplinary action.

#### **5.6 Disruptive Behavior**

Behaviors or actions that disrupt the College's processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

Students should conduct themselves in a respectful manner. No conduct will be tolerated that might endanger or threaten anyone in the class, Ivy Tech affiliated events, and/or recreational sports. **Disruptive behavior, substance abuse, downgrading or disparaging remarks, and any other behavior that shows a lack of respect for the instructor or other students, will not be tolerated.**

At instructor/staff discretion, a student causing problems may be asked to leave the class, Ivy Tech sponsored event or recreational sport. If a student persists in causing problems, further disciplinary action may be taken, up to and including dismissal from class and/or the College.

#### **5.7 Electronic Equipment or Programs**

Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.

#### **5.8 Financial Responsibility**

Students are expected to pay all fees, fines, or loans in a timely manner. Official transcripts and copies of records will not be given to the student and degrees will not be awarded until debts to the College are paid. Students will be allowed to inspect and view transcripts and records. Students will not be allowed to register in an "owe fees" status.

#### **5.9 Fundraising or Solicitation**

College policy requires that individuals or organizations seeking the use of campus facilities or scheduling activities to solicit funds, must first obtain written approval from the appropriate College official. College rules and regulations govern fundraising activities, the money collected, and the use of the money collected by the fundraising activities. Misrepresentation, or misuse, will result in the student being responsible for the money owed to an institution or individual, in the student being removed from the club or organization, and the student facing disciplinary action. The student is also accountable to state and federal laws and regulations.

#### **5.10 Furnishing False Information with Intent to Deceive**

Providing false information is against College rules and state laws.

#### **5.11 Harassment/Sexual Harassment/Stalking and/or Intimidation**

This is defined as conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation is not permitted. Perpetrators are also subject to Indiana state law.

#### **5.12 Hazing**

Hazing, an initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

#### **5.13 Inappropriate Use of College Computer Resources**

Theft or other abuse of computer time is against College rules, which include but are not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- b. Unauthorized transfer of a file; unauthorized use of another user's identification and password; use of computing facilities to interfere with the work of another student, faculty member or college official.
- c. Use of computing facilities to send, receive, or view obscene or abusive messages.
- d. Use of computing facilities to interfere with normal operation of the College computing system.
- e. Use of computing facilities for students' personal benefit.
- f. Use of College owned computer resources to prepare or print work for commercial purposes.
- g. Inappropriate use of printers:
  1. Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited.

2. Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed.
3. Using non-approved paper in a college-owned printer is prohibited.

#### **5.14 Motor Vehicles**

Students are expected to comply with parking regulations. Handicapped parking spaces and visitors' areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

#### **5.15 Safety**

No student shall engage in behavior that violates the safety rules of any institutional setting or other College premises, and/or College sponsored events whether such procedures are written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the prescribed methods and procedures for handling and disposing of certain materials that may be hazardous, unstable, infectious, etc.

#### **5.16 Signs or Surveys**

Students may erect signs, conduct surveys, or display signs or posters on designated bulletin boards. Students are not permitted to post material on grip strips outside offices, on walls, in bathrooms, or other areas outside the use of public bulletin boards.

#### **5.17 Use of College Name**

The College name and logo are registered trademarks. The use of the College name or logo must be authorized by the officials in charge of College trademarks. Use without authorization is against College rules.

#### **5.18 Use of College Facilities**

Students are permitted on campus during normal published hours and at other times established in the College calendar. Students wishing to utilize College facilities at other times must request permission from the appropriate College official. Unauthorized possession, duplication, or use of keys or electronic locking devices to any College premise, or unauthorized entry to or use of College premise is against College rules.

#### **5.19 Compliance with Indiana State Laws**

Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.

##### **a. Alcoholic Beverages**

Consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted.

##### **b. Arms/Deadly Weapons/Explosives/Chemicals**

Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

##### **c. Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and/or Threatening Language**

Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with an assault on Ivy Tech Community College-Bloomington property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.

##### **d. Counterfeiting and Altering**

Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.

##### **e. Dumping and Littering**

No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories

##### **f. Gambling**

Gambling is not allowed except where permitted by state law or within a sanctioned program or class.

##### **g. Illegal Use of Drugs**

Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.

##### **h. Smoking**

Smoking or any form of tobacco use is prohibited in all college owned or leased facilities and vehicles, including surrounding areas of the buildings, except within student-, staff-, or visitor-owned automobiles located in college parking lots. The sale or distribution of tobacco products and the sponsorship of college events, activities, or media by tobacco related products likewise are prohibited. Individuals using tobacco products in personal vehicles must extinguish and dispose of tobacco debris in the car ashtray or other container in the car before exiting the vehicle.

**i. Theft of Property**

Theft of personal property, College property, or property located on College property is a violation of College rules.

**j. Vandalism**

The destruction or mutilation of Ivy Tech Community College-Bloomington books, magazines, equipment, resources, or buildings is a violation.

**5.20 Repeated Offenses of a Less Serious Nature**

Repeated offenses of a less serious nature are considered disruptive and will be handled under the College's disciplinary process.

**5.21 Violations**

The College strives to provide an educational and professional environment that allows individuals to engage in their daily activities in a safe, healthy, and secure manner. Local, state, or federal law enforcement officials will be notified of anyone violating local, state, or federal laws. Violators shall be subject to prosecution by the appropriate law enforcement officials. Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations. The regulations and procedures will be placed for reading and review in the Library. Copies will also be available through the Office of Enrollment Services and Student Development.

## Section 6- Disciplinary Action

**6.1 Procedure**

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but not limited to the following:

1. Verbal reprimand
2. Restitution for damages
3. Restriction of privileges
4. Failure of the assignment or course
5. Withdrawal from a course, program or the College for the remainder of the semester or term;
6. Suspension from the College (one calendar year)
7. Dismissal from the College (five years; student may appeal for reinstatement)

In addition, the Chancellor of Ivy Tech Community College-Bloomington will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows:

- a) notice of charges
- b) notice of possible penalty
- c) opportunity to explain a defense to some authority.

1. An appropriate College official shall notify the student that he or she is accused of violating a regulation.
2. The student shall be notified in writing that he or she may elect one of three courses of action:
  - A. The student may admit the alleged violation and agree with the recommended disciplinary action. A signed waiver, which waives the right to appeal, is required;
  - B. The student may admit the alleged violation and request a hearing before the Student Status Committee.
  - C. The student may deny the alleged violation, in which case the administrative officer shall refer him/her to the Student Status Committee.

The Student Status Committee hears all appeals relating to disciplinary actions.

**6.2 Student Grievance Process**

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally.

The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available.

### **6.3 Informal Grievance Procedure**

- a) The student shall initiate the informal process with the student working one-on-one with appropriate faculty or staff and must be started within thirty (30) calendar days of the incident. Students must bring to the attention of their instructor (in cases involving academic coursework) or relevant supervisory staff member legitimate complaints perceived by them. The student should first bring the complaint to the attention of his/her instructor or the person with whom the student has a complaint.
- b) A conference with the student will be scheduled as soon as possible and within 5 working days (Monday - Friday) of notice of the student complaint, at the latest. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion, and that if possible a mutually acceptable resolution can be reached.
- c) A student who feels that the conference would be futile because of that person's involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student has the complaint; he or she should bring the grievance in writing to the supervisor of that area or department.
- d) The conference will be held as soon as possible and at least within 5 working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors.
- e) If the grievance is not resolved with an instructor, the student may elect to request a conference with a department head, division chair or the chief academic officer, as deemed appropriate. Non-instructional areas follow the same step process. Through Enrollment Services and Student Development, for example, the process would be Assistant Director, Director, and finally the Vice Chancellor for Student Affairs.

Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

### **6.4 Formal Grievance Procedure**

If a student is not satisfied with the results of the informal process, the student may proceed with the formal grievance as described below.

### **6.5 Format of the Written Grievance**

If the complaint is not resolved to the student's satisfaction through the informal procedure, the student shall reduce the grievance to writing. The formal complaint must:

1. Clearly state the facts giving rise to the grievance
2. Describe the efforts to informally resolve the complaint
3. State the remedy sought by the grievant
4. Be signed and dated

### **6.6 Timely Filing of a Formal Grievance**

Students must file complaints within a reasonable period of time, not to exceed thirty (30) calendar days, after the informal grievance process has been exhausted. Students must file a grievance within thirty (30) days of the end of the term in which the incident occurred.

### **6.7 Filing the Formal Grievance**

Original copies of the formal written grievance document shall be filed with both the Office of Enrollment Services and Student Development and the College's Vice Provost for Student Affairs and Diversity (One West 26th Street, Indianapolis, Indiana 46208). The Vice Provost shall assign a College Grievance Coordinator who shall coordinate the handling of the grievance within the region.

### **6.8 Mediation**

Reasonable efforts should be made by the Grievance Coordinator to mediate a mutually agreeable resolution of the matter with the parties. A signed document should be generated by the Grievance Coordinator stating the results of the mediation.

### **6.9 Student Status Committee**

The Student Status Committee is a committee whose purpose is to review all formal grievances referred to it and recommend a resolution to the chief administrative officer. It will be composed of six members, including two full-time instructional staff members and two administrative staff persons appointed by the chief administrative officer of the region. The additional two members will be students designated by the Student Senate or the Dean of Enrollment Services and Student Development. The Committee's review of a formal appeal will begin no later than thirty (30) days after fact-finding and mediation terminates.

The Grievance Coordinator shall keep the grievance body informed of efforts related to fact-finding and mediation. Central Office support, as needed, will be available to the Grievance Coordinator.

### **6.10 Disposition of a Formal Grievance by the Student Status Committee**

If mediation does not resolve the grievance, the Student Status Committee shall, in all cases, conduct a hearing. Unless there is a mutual resolution of the grievance, the grievance shall not be dismissed prior to the hearing. Written notice of the procedures, actions, and meetings at all stages of the formal complaint procedure, including the role of advisors to each party, will be provided to both the student (grievant) and respondent.

The Student Status Committee will ensure the student due process. The student has the following rights:

1. Reasonable advance written notification of the time and place of the hearing. The student shall be given reasonable advance notice of the hearing;
2. Notification in writing of the charges with sufficient particularity to enable the student to prepare a defense;
3. Notification in writing of the names of the witness(es) directly responsible for reporting the alleged violation, or, if there are no such witness(es), written notification of how the alleged violation was reported.
4. Notice of actions and meetings at all stages of this appeal procedure;
5. An opportunity to be heard;
6. An opportunity to question witnesses at hearings;
7. An opportunity to have a representative present when presenting facts, being questioned, or asking questions;
8. An expeditious hearing of the case;
9. An explanation of the decision rendered in the case.

The student shall not be required to testify against him or herself.

Once the formal grievance has been initiated and attempts by the Grievance Coordinator to mediate a settlement have been exhausted, a hearing shall be held pursuant to the hearing guidelines entitled "STUDENT GRIEVANCE HEARING PROCEDURAL GUIDELINES." These guidelines, which are occasionally updated, describe how the actual hearing will be conducted. The Grievance Coordinator will provide a copy to both the student (grievant) and respondent at the beginning of the formal process. Persons who desire to view the guidelines should contact the Director of Enrollment Services and Student Development for a copy.

The Student Status Committee will issue a recommendation(s) to the Chancellor following its deliberation. Recommendations of the Student Status Committee, if approved by the Chancellor, are final, unless appealed to the Office of the President (see Appeal to the Office of the President). The student will be informed in writing of the Chancellor's decision. A copy of the letter with the Chancellor's decision will be filed in the student's permanent record.

#### **6.11 Appeal to the Office of the President**

If the student does not accept the decision of the Student Status Committee, the student may appeal, in writing, within thirty (30) calendar days from the written notification by sending a written notice to the General Counsel, College-wide Appeals Grievance Body, at P.O. Box 1763, Indianapolis, IN 46206. An appeal of the decision of the Student Status Committee to the College-wide Appeals Grievance Body is limited to procedural errors.

The College-wide Appeals Grievance Body does not review or re-hear the merits of the original grievance. The College wide Appeals Grievance Body can recommend to the President that the decision should stand or to remand it back to the campus Chancellor for reconsideration. The decision of the President is final.

#### **6.12 Student Appeal of a Grade**

- a) When a student believes the final grade he or she received in a course is inaccurate he or she should make an appointment with the instructor who issued the grade or status and explain the reasons for this belief. This process must be initiated within thirty (30) calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.
- b) If the grade or status issue is not resolved, the student can appeal in writing to the instructor's supervisor. This individual may be the department chairperson or program chairperson.
- c) Once the student has appealed the grade or status with the chairperson, if the issue is not resolved to the student's satisfaction the student may appeal to the department chairperson, next higher chairperson, or whomever is next in line.
- d) The student's next recourse is to appeal to the Vice Chancellor of Academic Affairs. If the student feels further appeal is necessary, he or she may file a formal grievance to the Student Status Committee following the procedures as outlined above.

#### **6.13 Reinstatement to the College**

If a student is dismissed from any campus/region of Ivy Tech Community College, that individual is dismissed from the College. The year starts at the time/date of the official notification to the student by the Chancellor of the College.

After one calendar year, the individual under suspension may apply for reinstatement.

If the student is dismissed, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the chief Student Affairs officer at the campus where the dismissal took place of her/his intentions.

The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend.

The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt.

The recommendation of the Student Status Committee will be forwarded to the Chancellor of the campus/region. That individual will render a judgment on the appeal. That judgment will be final.

#### **6.14 Sexual Harassment and Sexual Assault**

Ivy Tech Community College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The College will not tolerate sexual harassment, sexual assault, rape, or other forms of nonconsensual sexual activity.

Ivy Tech Community College supports this policy for students, faculty, and staff through its educational prevention programs and its counseling support services.

Sexual harassment is defined as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
  2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.
- Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students.

Ivy Tech will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy shall include, but not be limited to the following:

1. Persistent, unwanted attempts to change a professional or educational relationship to a personal one; unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault and rape; unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about either gender in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or learning environments.
2. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
3. Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.
4. Nonconsensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is physically helpless, mentally incapacitated, or is unconscious. The inability to consent may be due to drug or alcohol consumption, regardless of whether or not the consumption was with the victim's consent.
5. Consensual sexual activity between an instructor or staff member and a student is discouraged.
6. Victims of sexual harassment or nonconsensual sexual activity are encouraged to file a complaint through College officials as soon as possible after the alleged incident. Students should file complaints with the Office of Enrollment Services and Student Development and employees should file with the office responsible for human resources/employee relations.
7. Victims of sexual assault should seek help immediately. If physically injured, victims should seek medical treatment immediately or as quickly as possible.
8. Contact campus security or the police as soon as possible to report the incident.

9. It is important to preserve any evidence of the crime to assist with the investigation. Victims should not wash themselves or their clothes, or change clothes before being examined at a medical facility.
10. If the offense involves another student, disciplinary action may be initiated within the College. Sanctions may include required counseling, temporary suspension, or dismissal.
11. Both the accuser and the accused are entitled to have others present during any proceeding. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged. The College will attempt to assist the victim with requested changes in academic situations whenever reasonably possible.
12. Students who perceive that they are victims of sexual harassment should contact the campus Human Resources or Office of Student Development. These offices respond to every complaint, providing proper redemption when harassment is determined. Complaints against students will be forwarded to the Office of Enrollment Services and Student Development for resolution within the College's due process procedures for students.
13. Complaints against College employees will be handled by the Office of Human Resources for resolution within the problem solving process. Members of the College community found to be in violation of this policy through the procedures and systems described above shall be subject to sanctions including reprimands, suspension and/or termination of employment, or permanent expulsion for students.

This policy shall supplement all other College policies relating to sexual assault and harassment, all of which shall remain in effect. All policies shall be applied consistently in such a manner as to accomplish their collective purposes and may be amended from time to time as deemed necessary or desirable by the College.

#### **6.15 Affirmative Action/Equal Opportunity**

The College follows an affirmative action/equal opportunity policy with regard to employment and student affairs. The College does not discriminate on the basis of race, creed, color, religion, sex national origin, physical or mental handicap, or age. The College is committed to the maintenance of an environment, which is supportive of its primary educational mission and free from all exploitation and intimidation. Policies exist and are intended to promote a learning, and working environment free from all kinds of harassment, intimidation, and discrimination. If you believe you have been discriminated against by an employee of the College, you should promptly report the facts of the occurrence and the names of the individuals involved to the Executive Director of Human Resources, who will look into all reported occurrences and take the appropriate corrective action, if necessary.

After reading the above information, if you still have questions, feel free to talk to faculty and staff. We are here to help you.

## **Section 7 - HEALTH/SAFETY**

### **7.1 No Smoking Policy**

Smoking or any form of tobacco use is prohibited in all college owned or leased facilities and vehicles, including surrounding areas of the buildings, except within student-, staff-, or visitor-owned automobiles located in college parking lots. The sale or distribution of tobacco products and the sponsorship of college events, activities, or media by tobacco related products likewise are prohibited. Individuals using tobacco products in personal vehicles must extinguish and dispose of tobacco debris in the car ashtray or other container in the car before exiting the vehicle.

### **7.2 Sexual Assault and Harassment**

Victims of a sexual assault should get help as soon as possible. If you are physically injured, seek medical treatment immediately. Contact campus security or the police to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. You should not wash or change clothes if possible before being examined at a medical facility.

The College will attempt to assist with victim requested changes in the academic situations whenever possible. If you feel you are being sexually harassed, contact the campus Affirmative Action Office (Human Resources). The Affirmative Action Office responds to every complaint, providing proper mediation when harassment is determined. Incidents involving harassment should be reported to the Executive Director of Administration located in A112.

### **7.3 Student Insurance Mandatory – College Provided**

Student Accident Insurance is in place for all full and part-time students of the College. This policy serves to cover medical expenses incurred by students arising from their participation in College sponsored and supervised activities. Injuries arising from intramural sporting events are excluded under this policy. If a student is participating in an intramural sporting event, waivers should be signed acknowledging students are aware that their participation is voluntary and not covered by Ivy Tech Community College of Indiana. A waiver form is available in the Office of Student Life and Leadership C108.

This policy provides up to \$2,500 for medical expenses if treated within sixty (60) days of the accident, and a maximum of \$500 for dental expenses arising from a covered accident. Additionally, a \$1,000 maximum benefit is payable for the accidental loss of life. Once the maximum of \$2,500 has been reached, the College's general liability policy covers additional expenses if there is negligence on the College's part.

A covered accident is defined as one occurring while the student is participating in activities sponsored by the College, other than those indicated above. Student accidents should be reported promptly to the instructor and Human Resources and the student must complete the Incident Report, Release of Information, and the HIPAA Authorization form. If a claim reaches the \$2,500 maximum benefit paid by the College's student accident insurance carrier, the claim will be turned over to the College's general liability carrier. The forms and process for filing student accident claims is discussed more in Section IV, Claims Procedure. Forms for filing a claim under this policy can be found through the regional Human Resources department. Students can access the forms in the Campus Life section of Campus Connect (<http://cc.ivytech.edu/cp/home/login>).

#### **Voluntary – independent vendor**

Students with questions may contact Human Resources by visiting their office in room A211 or by calling 812-330-6006. The College has made arrangements for Ivy Tech Community College students to obtain health insurance. Insurance coverage is purchased directly from the insurance company by the student. Application forms and brochures explaining coverage and rates are available through Human Resources in Room A211.

#### **7.4 Substance Abuse Counseling**

The College will refer students in need of special help with substance abuse problems to the appropriate local counseling agencies. The Bloomington campus has student support staff for crisis intervention, information dissemination, and has established linkages with area agencies for referral purposes.

For more information, please contact the Office of Student Development. Office hours are Monday through Thursday from 8am - 6pm and Friday from 8am-5pm.

#### **7.5 Campus Crime Statistics**

For campus crime statistics please see the Vice Chancellor for Student Affairs for a printed copy.

#### **7.6 Crime Prevention Program**

Ivy Tech Community College-Bloomington is not a residential college; therefore, students are encouraged to follow the same safety precautionary measures that they follow in their home and in the community. The Office of Enrollment Services and Student Development is happy to assist anyone interested in attending a seminar or program on crime prevention and safety by locating the appropriate agency.

#### **7.7 Emergency Closing of Campus**

Severe weather conditions or other emergencies occasionally make it necessary to close the campus. Only under extreme emergency conditions are classes cancelled. Students are encouraged, but not required, to sign up for the Ivy Tech Alert System in which emergency text messages are sent to registered cell phones. Get registered at <http://www.ivytech.edu/alert>. Students can listen to radio stations the campus has designated to announce information on closings. Closings for the Bloomington campus are **NEVER** advertised on television. Radio stations that are contacted in the unlikely event of class cancellations are:  
Bedford WQRK-FM (105) / WBIW-AM (1340)  
Bloomington WTTS-FM (92) / WGCT-FM (1370) / WBWB-FM (97) / WFIU-FM (103.7)  
Martinsville WCBK-FM (102) / WMCB-AM (1540)  
Mitchell WWEG (102.5) / WUME (95)

#### **7.8 Prompt and Accurate Reporting**

All criminal activity is to be reported accurately to Ivy Tech Community College personnel and/or the local police. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution.

#### **7.9 Responsibility**

All Ivy Tech Community College-Bloomington campuses have a very low occurrence of criminal activity. However, when incidents do occur, please use your own best judgment on how to respond. Safety precautions should be observed at all times. The College encourages all students and prospective students, faculty and staff to take responsibility to help each other in situations where criminal activity has occurred.

#### **7.10 To Report a Crime**

Ivy Tech Community College-Bloomington is required by Federal law to report the frequency of criminal activity which occurs on its campuses to current students, faculty and staff, and to prospective students and employees. Any student, prospective student, faculty or staff person who has been a victim of, or a witness to, a criminal act which occurred on any of the facilities or grounds of the Ivy Tech Community College-Bloomington campus is encouraged to immediately report this act to the Main Lobby Reception Desk (332-1559 Ext. 0).