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Ivy Tech Dual Credit Information

April 17, 2020

Dear Student and Parent/Guardian,

Impact Institute recently received guidance from Ivy Tech Community College regarding processes dealing with the dual credit courses we offer through them. This letter is intended to provide you with information as to how we intend to proceed with course completion, grading, and grade reporting for these courses.

We are currently in the process of determining which courses we **WILL NOT** be able to complete due to our inability to deliver course curriculum and/or the hands-on components required. At this time, we believe the number of courses we won't be able to provide credit for will be small, but will affect some students. Those students that will be impacted by these changes will be contacted directly by their instructor. We hate that this situation is happening, but it is unavoidable due to the cancellation of traditional school for the remainder of the year.

In my last correspondence, I talked about the primary means that students become eligible to receive dual credit in Impact courses...that being the maintaining of the grade of C- or better in their class. In the guidance we received from Ivy Tech, we are being allowed to select 1 of 4 options for reporting student results in our classes. 1) Provide a Traditional A-C grade, 2) Provide a Pass only grade, 3) Mark the course grade as Incomplete, or 4) Drop students from the course.

There would be two circumstances that would force us to use the **DROP** option: 1) If a student does not have the necessary grade of a C- or better by the cutoff date of May 1, 2020 and 2) If we are unable to complete course requirements due to COVID-19 school closure, we will drop all students from the particular course affected.

If a student has the necessary grade to receive dual credit, it is our intention to report **Traditional Letter Grades (A-C)** for all students. We see no reason to do otherwise, even though Ivy Tech is providing a **Pass** option. The only way we will provide Ivy Tech with a **Pass** grade instead of a **Traditional Letter Grade** is if a student specifically requests that we do so. They must make that request directly to their Impact instructor **no later than May 1, 2020**.

Students in some courses may need to be given an **Incomplete** grade for dual credit courses. This would be in an instance where an industry certification or certain other requirements are embedded in the dual credit course and cannot be completed through the means of digital learning. We continue to seek guidance from Ivy Tech about these scenarios, but have been informed that they along with the Office of CTE are working to develop plans to help students meet these requirements. As those plans are released and become clear, Impact is also committed to doing its part to assist students. If the course a student is currently registered for is identified as a course that needs to be reported to Ivy Tech as **Incomplete**, this will be communicated directly by our instructors.

As the COVID-19 health situation continues to bring change in many areas of life, we are grateful for your patience and support during this time as we endeavor to work with students. If you have questions or are in need of assistance, please do not hesitate to contact us. Contact information is located at the following link <https://www.impactinstitute.net/contact-1>

Sincerely,

Jim Walmsley
Impact Director