



POLICIES AND PROCEDURES 2009-2010

Revised September 28, 2009

Project EXCEL, Indiana's first dual credit/concurrent enrollment program, offers transcribed college credit to eligible high school students who enroll in VU courses offered at their local high school or career and technical center.

Through Project EXCEL, high school faculty members that meet the VU credentialing requirements may be approved to teach Vincennes University courses during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as those courses taught on the Vincennes University campus. The policies and procedures contained herein have been established and adopted to ensure consistent quality throughout the program.

Vincennes University's Project EXCEL program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). This accreditation indicates that Project EXCEL meets or exceeds the national standards established by NACEP for concurrent enrollment/dual credit programs.

SECTION I. Student Enrollment Eligibility & Allowable Earned Credit Hours

1. High school students must have a junior or senior level standing or be approved by the Project EXCEL director in order to enroll in Project EXCEL courses.
2. Home schooled students who meet the eligibility criteria may enroll in Project EXCEL courses through their local high school with permission of the high school principal or designated administrator.
3. Students must meet all prerequisite requirements established for enrollment in the Project EXCEL course(s) and must have on record with their high school guidance counselor PSAT, SAT, ACT, and/or Accuplacer scores verifying their academic preparation for the course(s) in which they plan to enroll prior to the beginning of the semester in which the course is offered. Please see the attached course listing for specific PSAT/SAT/ACT/Accuplacer minimum scores for Project EXCEL enrollment. For more information regarding placement testing, please refer to Section VII.
4. Students participating in a Project EXCEL class, but who are choosing not to enroll in the course for dual credit, shall still meet all applicable prerequisite requirements.
5. The maximum number of Vincennes University course credit hours any student will be permitted to earn in Project EXCEL courses in any semester is fifteen (15) unless otherwise approved by the Project EXCEL director.

SECTION II. Enrollment Costs

Indiana High Schools

1. There will be a fee of \$25 per credit hour for each course enrollment offered in an Indiana high school. Beginning Fall, 2009, a special tuition fee waiver will be in effect for **select** career & technical courses. Please see the attached course listing for courses currently eligible under the career and technical fee waiver.
2. In compliance with HEA 1347 Section 6 (c), Indiana students who are eligible for free or reduced lunch will have their tuition fee waived. In order to receive this benefit, however, schools must submit the completed Application For Free or Reduced Price Meals and Other Benefits form (school form number 521) once per year and the PL 185 Fee Remission Information Waiver/Authorization section on the registration form to verify the student's eligibility.
3. Schools will be responsible for obtaining textbooks and other materials required for the course(s).

Out-of-State High Schools

1. There will be a fee of \$50 per credit hour for each course enrollment offered in a non-Indiana high school. No fee waivers are available for non-Indiana high school students.
2. Each class must have a minimum of 8 students enrolled for VU credit.
3. Schools will be responsible for obtaining textbooks and other materials required for the course(s).

SECTION III. High School Faculty Qualifications and Responsibilities

1. Faculty credentials must meet standards as established by the Higher Learning Commission of the North Central Association for teaching at the associate degree college level. For most academic subject areas, traditional approval requires that the high school faculty member have a master's degree in the subject area of the teaching assignment or a non-content master's degree with 18 or more graduate hours in the subject area of the teaching assignment. Teaching credentials for career/technical areas vary by department and course, but usually require a bachelor's degree and occupational experience. Faculty who have completed the majority of the required graduate hours in their teaching area, and who have an educational plan indicating their schedule for completion of the required credit hours or other content area related experience, may be considered for participation under a non-traditional or exception to criteria approval process.
2. Copies of all undergraduate and graduate college transcripts and a current resume must be submitted for each high school faculty member to begin the approval process. In addition to resume and transcripts, letters of recommendation, AP student success rates, and other documentation of content-area expertise would be beneficial to the application process. Project EXCEL faculty appointments must be approved by the Project EXCEL Director and the appropriate Vincennes University department chair, division dean, and Provost. Upon receipt of all required documentation, the approval process generally takes 3 – 4 weeks. Official undergraduate and graduate college transcripts will be required upon approval.
3. Faculty members appointed to teach a Project EXCEL course must submit a course outline and syllabus that demonstrates the course will meet the course content, assignments, and grading standards established for the corresponding Vincennes University course to the designated VU faculty liaison. Copies of lessons plans, tests/quizzes, and final student grades may also be required by the VU department/faculty liaison.
4. The approved high school faculty member must participate in an initial orientation session before teaching a Project EXCEL course. Other requirements include a minimum of one (1) annual professional development session conducted on the VU campus, site visits conducted by the VU faculty liaison at the high school, and periodically scheduled meetings.

SECTION IV. Compensation for High School Faculty Members

1. Approved Project EXCEL faculty will receive a coordination stipend based upon all sections of the Project EXCEL courses being taught in any given semester according to the following schedule:

1-5 Students	\$ 175	36-45 Students	\$ 750
6-10 Students	\$ 250	46-55 Students	\$ 875
11-15 Students	\$ 325	56-65 Students	\$1,050
16-20 Students	\$ 400	66-75 Students	\$1,200
21-25 Students	\$ 475	76 + Students	\$150 for each add'l 10 students
26-30 Students	\$ 550		
31-35 Students	\$ 625		

SECTION V. VU Faculty Liaison Responsibilities

1. All courses offered through Project EXCEL must have a VU faculty liaison.
2. Faculty liaisons are VU faculty members who represent the respective departments that offer the college course being taught through Project EXCEL and who agree to serve in accordance with the faculty liaison responsibility guidelines and the policies and procedures contained herein.
3. Faculty liaisons will provide Project EXCEL faculty members information concerning course content and objectives, classroom activities, student evaluation, teaching methodologies and other topics related to maintaining the academic integrity of the Vincennes University Project EXCEL course. The final decision as to whether the academic content of the Project EXCEL course meets University standards is the responsibility of the faculty liaison.
4. Faculty liaisons will be available to respond to questions from Project EXCEL faculty and will provide recommendations for solutions to issues as needed.
5. Faculty liaisons will plan and conduct an orientation session for each first-time assigned Project EXCEL faculty member to be held on a Vincennes University campus for the purpose of providing information relative to institutional philosophy, course objectives and content.
6. Faculty liaisons will work with assigned Project EXCEL faculty members to identify and approve textbooks for each Project EXCEL course.
7. Faculty liaisons will conduct an annual professional development session for each assigned Project EXCEL faculty member for the purpose of providing information regarding curriculum changes, textbook changes, new technologies being used in the corresponding Vincennes University courses, and other policies and procedures that may affect the delivery of the Project EXCEL course. Liaisons may also provide recommendations regarding professional development activities and opportunities, as may be appropriate.
8. Faculty liaisons will conduct at least one site visit during each academic year to the corresponding participating high school(s). The purpose of this site visit will be to meet with the Project EXCEL faculty member and students and to participate in class discussion/activities, answer questions and provide information regarding Vincennes University and the Project EXCEL program. In addition, the liaison may discuss with students who express an interest in continuing enrollment at Vincennes University the opportunities and services available to them.
9. Faculty liaisons will participate in the on-going evaluation of the Project EXCEL program including its policies and procedures and student learning outcomes.
10. Faculty liaisons will make travel arrangements for site visits to participating high schools through the Project EXCEL office, which has budget authority, in accordance with established University travel regulations.

SECTION VI. Curriculum Requirements

1. The course content, assignments, objectives, and grading standards for Project EXCEL courses must meet the same standards as those established for the on-campus course.
2. Project EXCEL courses will be delivered using a college-level textbook approved by the appropriate Vincennes University faculty liaison and/or department chair.
3. Course requirements as established by the participating high schools may exceed the requirements for the corresponding Vincennes University course(s).

SECTION VII. Placement Testing

Accuplacer:

For all Project EXCEL courses that require a math placement score, students **must take** the Accuplacer on-line placement test. The Accuplacer may also be utilized for students who have not taken the PSAT, SAT or ACT, or whose scores on these tests do not meet the minimum placement scores. A designated test administrator from your school should contact Tom Cronk, Director of VU's Assessment Center at 812- 888-5404 or tcronk@vinu.edu. to receive instructions on administering the Accuplacer at your school.

A Project Excel Proctor Profile must be completed for each person at each school that will be administering the Accuplacer test for Project Excel. The test administration responsibilities cannot be "delegated" to another individual. If additional proctors are needed, they must complete a proctor profile, due to Accuplacer licensing requirements.

No assistance can be given to any student who is testing with regard to content of the Accuplacer test. No debriefing of the test by the proctor or instructor is permitted.

The Accuplacer test has built in accommodations for unlimited time, and calculator use within the test on mathematics problems that allow such use. No other test accommodations are permitted. (NO readers/scribes, handheld calculators, other testing aids, unless approved in advance to meet ADA requirements).

NO RE-ASSESSMENT of skills (re-test) is permitted for any Project Excel student within ONE year unless justified by an intervening course of study that would *logically affect the skill(s) to be measured*. Re-assessment of skills must meet strict guidelines and can only be applied to the particular discipline that was studied (i.e. math study/coursework would not justify a re-assessment of reading or English skills).

The course of study must be:

1. **Structured** - containing assignments, objectives, and goals
2. **Measurable** - quizzes/tests, etc
3. **Documented** - documentation to be furnished to Project Excel Director for each student.
4. Administered **over an appropriate period of time**. (students cannot simply "brush up" for a few days/weeks and qualify for a retest).

Following completion of such a course or program, the documentation & results must be submitted to and APPROVED BY the Project EXCEL director via the "Accuplacer Re-Test Approval Form" PRIOR TO the student being allowed to re-test.

Any incidence of unauthorized retesting will be handled as follows:

The exam index numbers and administration dates/times will be compared to determine the FIRST test administration for the student. Only the FIRST testing experience will be considered valid. Subsequent test sessions for the same skill section will be considered invalid and will be thrown out.

Re-test opportunities are not granted for reason such as: " I don't like my placement; I didn't know it was important; I didn't feel good; I didn't get enough sleep," etc.

Foreign Language:

Students interested in taking SPAN 201, FREN 201, and GRMN 201 classes must meet course prerequisite requirements or participate in advanced placement departmental testing. A designated test administrator from your school should contact Leroy Hall, VU Foreign Language Department Chairperson, to receive instructions on administering advanced placement testing for foreign language courses. Mr. Hall may be reached at 812-888-5418 or lhall@vinu.edu.

Project EXCEL Placement Chart

Revised 9/28/09

COURSE NUMBER	COURSE NAME	ACT R	ACT E	S AT CR	SAT W	ACCU R	ACCU SS	ACCU AR	ACCU EA	ACCU CLM	Other
COMP 203	Visual C++										Prerequisite COMP 176.
COMP 252	Intro. to Java Programming										Prerequisite COMP 176.
COSM 100**	Cosmetology I	17		380		59	80	35+			
COSM 150**	Cosmetology II										Prerequisite COSM 100
COSM 200**	Cosmetology III										Prerequisite COSM 150
COSM 250**	Cosmetology IV										Prerequisite COSM 200
CPNS 101**	LAN Basics and OSI Model										
CPNS 102**	WAN Basics and Routers										Complete CPNS 101 with C or better
CPNS 103**	VLANs and Network Mgmt.										Complete CPNS 102 with C or better
CPNS 104**	WAN Design and Protocols										Complete CPNS 103 with C or better
CPNS 150**	Computer Telecommunications										
CULN 110**	Quantity Food Production										
CWEB 151	Intro. To Web Graphics & Tools										
DESL 101**	Equipment Maintenance and Use for the Non-Technician										
DESL 130**	Diesel Engine Systems										Corequisite DESL 130L
DESL 130L**	Diesel Engine Systems Lab										Corequisite DESL 130
DRAF 101**	Introduction to Drafting										
DRAF 120**	Computers for Technology										
DRAF 140**	Introduction to CAD										
ECON 100*	Elements of Economics										
ECON 201*	Microeconomics	21		420		89		35+			
ECON 202*	Macroeconomics	21		420		89		35+			Recommend completion of ECON 201 with C or better
ELEC 100**	Basic Electricity & Electronics										
ELEC 110**	Basic Component & Circuit Analysis	17	16	380	380	59	80	35+			
ELEC 130**	Digital Logic I	17	16	380	380	59	80	35+			Successful completion of or concurrent enrollment in ELEC 100 or ELEC 110
EMTB 212**	Emergency Medical Technician – Basic										Current American Heart Assoc. Healthcare Provider CPR cert. or American Red Cross Professional Rescuer CPR certification.
ENGL 101*	English Composition I	21	16	420	380	89	80				
ENGL 102*	English Composition II										Completion of ENGL 101 with C or better
ERTH 100*	Earth Science	21	16	420	380	89	80	35+			

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COURSE NUMBER	COURSE NAME	ACT R	ACT E	S AT CR	SAT W	ACCU R	ACCU SS	ACCU AR	ACCU EA	ACCU CLM	Other
FIRE 100**	Intro. to the Fire Service										
FIRE 101**	Fire Protection Systems, Prevention and Education										
FIRE 102**	Bldg Plans, Fire Codes, Const.										
FIRE 103**	Fire Equipment & Hydraulics	21		420		89					
FIRE 206**	Firefighting Strat. & Tactics I										
FIRE 207**	Firefighting Strat. & Tactics II										Successful completion of FIRE 206
FREN 101*	French Level I										Successful completion of two years of high school French.
FREN 103*	French Level II										Complete FREN 101 with C or better or successful completion of two years of high school French + appropriate dept. test score.+
FREN 201*	French Level III										Complete FREN 103 with C or better or appropriate dept. test score.+
FREN 203*	French Level IV										Prerequisite FREN 201
GRMN 101*	German Level I										Successful completion of two years of high school German.
GRMN 103*	German Level II										Complete GRMN 101 with C or better or successful completion of two years of high school German + appropriate dept. test score.+
GRMN 201*	German Level III										Complete GRMN 103 with C or better or appropriate dept. test score.+
GRMN 203*	German Level IV										Prerequisite GRMN 201
HIMT 110*	Med. Term.-Allied Health	21	16	420	380	89	80	35+			
HIST 139*	American History I	17	16	380	380	59	80				
HIST 140*	American History II	17	16	380	380	59	80				
HOTL 241**	Hospitality Customer Services										Corequisite HOTL 242
HOTL 242**	Dining Room Management										Corequisite HOTL 241
HORT 105**	Intro. Landscape Horticulture										
LAWE 100*-**	Survey Of Criminal Justice										
LAWE 106**	Intro. to Traffic Control										
LAWE 150**	Intro. to Criminology										
LAWE 160**	Criminal Investigation										
LAWE 225**	Intro. to Forensic Science										
LFSC 100*	Human Biology	21	16	420	380	89	80	35+			

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LFSC 101*	Plant and Animal Biology	21	16	420	380	89	80	35+			
LFSC 107	Essentials of Anatomy & Physiology	21	16	420	380	89	80		40+		Corequisite LFSC 107L
LFSC 107L	Essentials of Anatomy & Physiology Lab	21	16	420	380	89	80		40+		Corequisite LFSC 107
LFSC 111	Anatomy & Physiology I	21	16	420	380	89	80		40+		Corequisite LFSC 111L; high school biology or chemistry is strongly recommended.
LFSC 111L	Anatomy & Physiology I Lab	21	16	420	380	89	80		40+		Corequisite LFSC 111
LFSC 112	Anatomy & Physiology II	21	16	420	380	89	80		40+		LFSC 111 with a grade of C or better, Corequisite: LFSC 112L
LFSC 112L	Anatomy & Physiology II Lab	21	16	420	380	89	80		40+		Corequisite LFSC 112
LITR 100*	Introduction to Literature	21	16	420	380	89	80				
MATH 101	Intermediate Algebra								53+		
MATH 102*	College Algebra								74+		C or better in MATH 101
MATH 104*	Trigonometry									55+	C or better grade in MATH 102 or may be taken concurrently with MATH 102
MATH 110	Statistics									55+	C or better grade in MATH 102
MATH 111*	Finite Mathematics								74+		C or better in MATH 101
MATH 115*	Survey of Calculus I									55+	MATH 102 or MATH 111 with C or better or a CLM score of 55 or greater
MATH 118*	Calculus/Analytic Geom. I									55+	MATH 102 and MATH 104 with a C or better in both courses or a CLM score of 55 or greater.
MATH 119*	Calculus/Analytic Geom. II										MATH 118 with a C or better grade
MCOM 102**	Audio/Video Production for Non-Broadcasting										
MGMT 100*	Introduction to Business										
MTTD 105**	Metallurgy & Industrial Blueprint Reading										
MTTD 135**	Manufacturing Processes										Corequisite MTTD 135L
MTTD 135L**	Manufacturing Processes Lab										Corequisite MTTD 135
MTTD 140**	Basic Machining I										
PHYS 105*	General Physics I								74+		High school trigonometry with a C or better
PHYS 105L*	General Physics I Lab								74+		Corequisite PHYS 105
POLS 111*	American National Government										
POLS 112	State and Local Government	17	16	380	380	59	80				

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PRNT 101**	Introduction to Traditional & Digital Photography										Corequisite PRNT 101L
PRNT 101L**	Introduction to Traditional & Digital Photography Lab										Corequisite PRNT 101
PRNT 105**	Survey of Printing Techniques										Corequisite PRNT 105L
PRNT 105L**	Survey of Printing Tech. Lab										Corequisite PRNT 105
PRNT 107**	Principles of Layout										Corequisite PRNT 107L
PRNT 107L**	Principles of Layout Lab										Corequisite PRNT 107
PRNT 155**	Computer Aided Publishing										Corequisite PRNT 155L
PRNT 155L**	Computer Aided Publish. Lab										Corequisite PRNT 155
PSYC 142*	General Psychology	17	16	380	380	59	80	35+			
REST 100**	Intro. to Hospitality Mgmt.										
REST 120**	Food Service Sanitation	21	16	420	380	89	80				
REST 155**	Quantity Food Purchasing										
REST 220**	Legal Aspects Hospitality	21	16	420	380	89	80				
REST 270**	Hospitality Service Internship										Prerequisite completion of 30 quality program credit hours
SOCL 151*	Principles of Sociology	21		380		59					
SOCL 154	Cultural Anthropology										
SOCL 164	Intro to Multicultural Studies										
SOCL 252*	Social Problems										Completion of SOCL 151
SPAN 101*	Spanish Level I										Successful completion of two years of high school Spanish.
SPAN 103*	Spanish Level II										Complete SPAN101 with C or better or successful completion of two years of high school German + appropriate dept. test score.+
SPAN 201*	Spanish Level III										Complete SPAN 103 with C or better or appropriate dept. test score.+
SPAN 203*	Spanish Level IV										Prerequisite SPAN 201
SPCH 143*	Speech	17	16	380	380	59	80				
SURV 181**	Site Surveying & Planning										
THEA 146*	Fundamentals of Acting	17	16	380	380	59	80				
WELD 160**	General Welding										
WELD 165**	Advanced General Welding										One year of high school welding or WELD 160.

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ACT R =	ACT Reading	ACCU R =	Accuplacer (CPTS) Reading Comprehension
ACT E =	ACT English	ACCU SS=	Accuplacer (CPTS) Sentence Skills
SAT CR =	SAT Critical Reading	ACCU AR =	Accuplacer (CPTS) Arithmetic
SAT W =	SAT Writing	ACCU EA =	Accuplacer (CPTS) Elementary Algebra
SAT M =	SAT Math	ACCU CLM	Accuplacer (CPTS) College Level Math

Note: PSAT scores may be submitted for placement – please remove the last digit (0) from the SAT scores listed above.

+Students interested in taking SPAN 201, FREN 201, and GRMN 201 classes must meet course prerequisite requirements or participate in advanced placement departmental testing. A designated test administrator from your school should contact Leroy Hall, VU Foreign Language Department Chairperson, to receive instructions on administering advanced placement testing for foreign language courses. Mr. Hall may be reached at 812-888-5418 or lhall@vinu.edu.

* Course is included in the Indiana Core Transfer Library.

**Courses listed in bold italics are eligible under the career & technical tuition fee waiver beginning Fall, 2009.