



OFF-CAMPUS CONTINUING EDUCATION

ADJUNCT FACULTY HANDBOOK

2008-2009

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MISSION AND VISION OF THE UNIVERSITY

Vincennes University operates as a comprehensive public community college committed to providing educational programs and services of the highest quality to the students we serve. The University is committed to the "open-door" admissions policy, which means that any student who has earned a high school diploma (a certificate of completion is not sufficient), a GED certificate, or transfers in good standing from an accredited college may enroll and receive the benefit of University services. Our philosophy is that all students who meet these standards and who possess proper motivation and dedication should be given the opportunity to pursue the postsecondary educational goals of their choice.

The philosophy of Vincennes University is one of strong commitment to the success of its students both in terms of human development and the achievement of individual educational goals. The Institution believes that students have unique needs that require comprehensive programs challenging a wide range of interests and abilities. Further, the University believes that learning should be a continuing process; one often necessary to meet the changing needs of employment, and always necessary to fulfill the needs of "the person."

The official institutional vision and mission, institutional functions and institutional objectives for Vincennes University may be found in our Catalog, and they are reprinted here for your convenience.

Vincennes University Vision

Vincennes University is a premier learning institution widely recognized for leadership in innovation and delivery of successful educational experiences. A breadth of program offerings and a commitment to quality service ensure the University's role as an important link in Indiana's economic and cultural vitality. VU is a diverse community whose members all share responsibility for supporting the University mission and are respected for their contributions.

Our Mission

Vincennes University, Indiana's first college, is the State's premier transfer institution and leader in innovative career programming. The VU community ensures educational access, delivers proven associate and baccalaureate programs, and offers cultural opportunities and community services in a diverse, student-centered, collegiate environment.

Vincennes University, Indiana's first college...Jefferson Academy, the direct forerunner of Vincennes University, was founded at Vincennes, Indiana in 1801. The Indiana territorial legislature passed an act in 1806 to incorporate the first university in the Indiana Territory, "to be called and known by the name and style of Vincennes University." William Henry Harrison, first governor of the Indiana Territory and later President of the United States, was the founder of the college and first chairman of the Board of Trustees.

is the State's premier transfer institution...Vincennes University has been recognized for decades as a source of highly qualified, transfer-ready graduates. VU's transfer programs are designed in coordination with four-year institutions to ensure successful transfer. The university maintains more than 1,000 transfer agreements through close faculty-to-faculty contacts with senior institutions. VU graduates compete successfully with students from four-year institutions in acceptance to limited-admission professional programs. The performance of graduates at four year institutions is monitored systematically and points to the quality of VU's transfer programs.

and leader in innovative career programming...Vincennes University provides certificate, associate, and baccalaureate career programs that lead directly to successful employment. However, many programs are both transfer and career in nature, allowing a choice of entering the workplace or continuing toward an associate or baccalaureate degree. Employers recognize Vincennes University's reputation for quality and innovation as evidenced by high placement rates and positive responses to employer surveys. VU continues to work with employers in program development and revision to ensure that graduates possess the necessary skills to make them valuable contributors to the workforce.

The VU community ensures educational access...Vincennes University is the college of choice for many top high school graduates, but the institution also provides developmental education for those whose academic skills are not at the collegiate level. VU provides post-secondary education to students from more than 100 countries and through distance education but is also a preferred choice for many within the nearby geographic area. Educational services are provided on two established campuses and sites worldwide, but new learning sites are also established in rapid response to industry needs. The University strives to control its tuition and fees but also facilitates all forms of public and private financial aid, so that all those with the ability to benefit from a college education may find it at Vincennes University.

Delivers proven AS and BS programs...Vincennes University embraces responsibility for continuing a rich tradition of academic excellence. VU offers a comprehensive array of certificate, associate and baccalaureate degree programs. The University assures that each program provides the highest level of instruction and preparation for continued study and career achievement. The quality of VU's programs is proven by the history of effective articulation, graduate success in career placement and recognition by professional accrediting bodies. The University is fully accredited by the North Central Association of Colleges and Schools.

Offers cultural opportunities...Vincennes University offers entertainment and cultural programs, such as the Community Series, University musical and theatrical productions, and faculty and guest art exhibits to students and area residents. Community forums, VU athletic activities, and other local interest programs are broadcast by the University's radio and television stations. Guest lecturers and student activities in a wide range of subject areas are offered to the University and surrounding communities. The Vincennes campus is the location of the state-of-the-art Red Skelton Performing Arts Center.

And community services...Vincennes University oversees a variety of programs to benefit the community. Among these are services to senior citizens, those who have not completed high school, potential entrepreneurs, displaced workers, those who need retraining, and other populations seeking education and training services. VU serves as the fiscal agent and administrator for many programs funded through the state and federal governments.

In a diverse...Vincennes University values diversity and believes this is an important aspect of the educational experience. Members of the VU community are encouraged to develop and apply critical thinking skills to unexamined assumptions and stereotypes. Multicultural campus activities provide a structured opportunity for building alliances among students from diverse backgrounds. The University prepares students to be contributing citizens in a global society.

Student-centered...Vincennes University is a community fully dedicated to the enhancement of student learning. VU is committed to helping students establish a lifetime of growth in their academic, co-curricular, social, moral and civic endeavors. The University validates the effectiveness of all activities and services through a comprehensive assessment process. Decisions on a student-centered campus are made in the interest of the greater student population. Whether addressing learning, scholarship or community service, the University's activities are directed toward positively impacting student success.

Collegiate environment...Vincennes University includes two campuses in southwestern Indiana and two learning sites in Indianapolis. The Vincennes campus provides a 135 acre residential campus with more than 50 buildings; the Jasper campus encompasses 130 acres with an abundance of resources typically found only at a residential campus. Two sites in Indianapolis have been established in response to the demand for interpreters of American Sign Language and trained aviation maintenance technicians. Each VU location provides an attractive setting where learning is paramount, and where student participation is encouraged in activities that build skills for careers, for enrichment, and for lifelong learning.

Institutional Functions

To provide a comprehensive range of transfer curricula for those who want to complete a baccalaureate degree at another institution by offering the first two years of many baccalaureate programs.

To provide a comprehensive range of occupational programs for those who want to begin employment with job entry skills upon the completion of their occupational programs at Vincennes University.

To provide baccalaureate degrees in specialized areas for those who want to complete a baccalaureate program at Vincennes University.

To provide general education for all students for the purpose of broadening their understanding of life and their ability to function as citizens in today's society.

To provide developmental education for those who need it in order to succeed in the occupational or transfer programs of their choice.

To provide a comprehensive range of student support services aimed at enhancing students' academic, personal and social development.

To provide adult continuing and adult basic education for those who want to complete requirements for the certificate or associate degree program of their choice, up-grade their job competencies, improve basic educational skills, and/or gain knowledge of subjects of their own personal interest.

To provide a comprehensive program of community services and resources for the community by developing specialized opportunities for preparation when occupational needs can be served, by initiating programs of benefit to the community, and by making the resources of the University available for community betterment.

Institutional Objectives

To Prepare Students to Transfer to Four-Year Colleges and Universities. Vincennes University has a well-established history of success in and a continuing commitment to preparing students in the first two years of many baccalaureate programs. Substantial offerings and programs in a wide variety of instructional areas, advanced placement policies, developmental and refresher courses, and a variety of instructional techniques allow the University to tailor programs appropriate to the individual needs of students so that they can reach their academic transfer goals. In all instructional programs, Vincennes University students have practical learning experiences, often including leadership and performing opportunities, normally denied first- and second-year students at baccalaureate educational institutions.

To Prepare Students for Successful Job Entry Through Occupational Education. Vincennes University has a well-established history of success in and a continuing commitment to excellence in occupational education. The University offers a wide variety of occupational programs that include general education and other support courses. The major purpose of occupational education is to prepare students for successful job entry. Also, a significant number of occupational graduates transfer to continue their education toward an advanced degree.

The University supports gender equity in all of its programs. Male and female students who wish to pursue majors in programs non-traditional for their gender have the opportunity and the encouragement to do so at Vincennes University.

To Allow Students to Complete a Baccalaureate Degree in Specialized Areas. Consistent with its early mission and history, Vincennes University offers a limited number of baccalaureate degrees. The purpose of these degrees is to prepare students for successful job entry or for graduate degree education.

To Allow Students to Begin Their Postsecondary Education at Their Levels of Readiness. The University works to help students make an effective transition from high school to college. Through academic advising and personal counseling, the University helps students select programs consistent with their goals and courses in which they have reasonable chances to succeed. Opportunities for advanced placement, early completion in courses, as well as courses to overcome educational limitations are available to students.

To Provide General Education for All Students for the Purpose of Personal Enrichment. The distribution of course requirements in the various divisional areas of study, comprehensive survey courses, and functional courses, the broad spectrum of extra-curricular activities, and special cultural convocations and programs offer opportunity for general education to all students.

To Provide Guidance and Opportunity for Exploration to Those Students Uncertain About Their Educational Goals. The University provides opportunities for students to experience a diversity of academic and occupational alternatives. It offers its students personal assistance in career decisions through academic advising, counseling, interest and aptitude testing, and career information services. Flexible academic regulations allow students to change educational objectives with minimal loss of time and credit.

To Provide a Campus Environment Conducive to Personal Development. The University, through its campus organizations, campus activities, and on-campus residence halls, provides an environment conducive to personal development. Students may pursue special interests, develop leadership, and find social expression and membership in various organizations and activities. Students

may participate in intercollegiate and intramural athletic teams and activities, with equipment and facilities also provided for individual recreation. Numerous opportunities occur for the development and display of students' talents in the performing, visual, communicative, and literary arts. On-campus residence halls provide an additional dimension for the interaction of students from diverse geographical regions, countries, and cultures.

To Assist Students in College Transfer and Job Placement. Each year a large percentage of Vincennes University students transfer successfully to more than one hundred baccalaureate colleges and universities. The University's continuous communication and articulation with other postsecondary educational institutions, businesses and industries and the personal guidance by the faculty, staff, and placement personnel assist students in achieving successful transfer and/or job placement.

To Provide Continuing Education and Educational Outreach Services. Vincennes University has a statewide mission to deliver credit and non-credit educational programs to Indiana residents upon request. In fulfilling this mission the University has established numerous community-based teaching sites including: those developed in cooperation with high schools; the Aviation Technology Center at Indianapolis, Indiana; the Indiana Deaf School; Indiana Corrections Sites; the Jasper campus; and selected National Guard Armories and Army Reserve Centers.

To serve Indiana residents who have part-time military obligations and other military personnel, the University has established teaching sites in such locations as diverse as the National Guard Professional Education Center at Camp Robinson, Little Rock, Arkansas; in San Diego to serve not only the Naval Air Base, but also the Amphibious Base at Coronado, and the Naval Hospital at Balboa, and the Naval Air Station in El Centro; two naval bases in Washington, the Amphibious Base at Bremerton and the Submarine Base at Bangor; the Coast Guard Base in Newport, Oregon; and several U.S. Army or multi-service programs at Ft. Benning, Georgia, Ft. McCoy in Wisconsin, and Selfridge, Michigan. The Military Education Program has generated requests for classes from across the United States and its Territories, and University personnel have responded with at least limited offerings.

The Vincennes University Jasper Campus offers many community services to the citizens of Dubois County and surrounding counties, particularly the opportunity to complete credit courses leading to the associate degree in transfer and occupational programs as well as a number of specialized baccalaureate degrees. The Jasper Campus, in addition, offers non-credit courses.

THE CONTINUING EDUCATION STUDENT

The Continuing Education student typically, is not who or what may be considered the "traditional" college student. The Continuing Education student may be employed full-time and may have family and employment responsibilities that leave very little time for formal education. While the Continuing Education student is both time and place bound by responsibilities, (s)he has set career goals and is prepared to make personal sacrifices to reach those goals. It is with this adult learner in mind that Vincennes University plans flexible class schedules and alternative delivery methods. In this way the Continuing Education student may schedule education around his/her personal and employment responsibilities and ultimately reach his/her educational goals.

UNIVERSITY CATALOG

Each faculty member should receive a University Catalog. This publication contains the mission and vision statement of the University and the academic policies, degree requirements, program outlines, and course descriptions of the University. It is especially important that all adjunct faculty members become knowledgeable regarding all applicable sections of the Catalog and this Handbook. It is also very important for University employees, including adjunct Faculty members, to understand that the Catalog represents a contract between the University and the students. Therefore, it is very important that all courses and programs be delivered as stated and that all policies be interpreted and applied consistently. In this way, we can be assured that all students have equal access to the full range of educational opportunities available and that all have equal chances to succeed.

THE EMPLOYMENT PROCESS AND INFORMATIONAL REQUIREMENTS

The initial step to employment may be classified generally as an expression of interest, either on the part of the prospective faculty member seeking to teach part-time or on the part of the University seeking to find an

appropriately qualified individual to teach a scheduled class. In either case, the prospective faculty member would be asked to submit a letter of application, resume and copies of college transcripts. The prospective faculty member would be asked to include in the letter of application the distance he or she would be willing to commute, since many of the classes offered through Off-Campus Continuing Education are taught in communities some distance from our established sites. Copies of the transcripts provided for this approval process may be unofficial copies.

The adjunct faculty application, resume and transcripts will be reviewed by the Program Director, the department chair of the course(s) for which the faculty member is applying, the Dean of the appropriate academic division, and finally the Provost. Assuming the individual's academic credentials match the qualifications needed and he or she is willing to commit to the teaching site, the next step will be to complete the "Adjunct Faculty Application" form. The individual must also request official copies of transcripts for all undergraduate and graduate credits earned be sent to the Off-Campus Continuing Education Office. (Official transcript copies must be sent directly from the records office of the institutions attended to the Off-Campus Continuing Education Office and must not pass through the control of the individual.)

Assuming that the above mentioned steps to employment result in a mutual agreement that the adjunct faculty member will be employed to teach, a Teaching Memorandum will be prepared and sent to the part-time or adjunct faculty member. This agreement will specify the course(s) to be taught, the location, effective dates of the agreement, the times the class periods are to be held, the stipend to be paid to the individual by the University and the pay dates. In addition, the adjunct faculty member who does not have current copies of the IRS Employee's Withholding Allowance Certificate (W4) and the I.R.S. Department of Justice Employment Eligibility Verification Form (I-9) on file with the University must complete and return them in order for official employment to commence. In addition, a County tax form may also need to be completed and returned to us. Faculty are expected to elect to have payment for teaching direct deposited to their financial institution. Copies of these forms will be made available through the Continuing Education Office.

ACADEMIC CALENDAR AND CLASS SCHEDULE

The calendar for off-campus classes will be consistent with the calendar at the class site. The Adjunct Faculty Teaching Agreement contains the instructor's class schedule and other instructional information and will be provided to all faculty.

All faculty are expected to adhere to the scheduled starting and ending times for all classes and to make full use of the time available. This includes the first scheduled class meeting of each term. Even though students may arrive at this first class meeting without having completed any preparation for that session, faculty are expected to conduct the full class period utilizing appropriate materials and strategies to meet course objectives.

Students should be permitted a ten minute break each hour, except in cases of laboratories where such breaks may be counterproductive to completion of assigned activities.

It must be understood that students enroll in Off-Campus Continuing Education classes at times and locations that fit their personal schedules. Often this is done at considerable personal sacrifice and then only with careful planning. Because of this, there are to be no changes in scheduled class meeting times or dates without prior Program Director approval.

COURSE INTEGRITY

Vincennes University offers associate degree academic transfer and certificate and associate degree occupational programs as well as limited baccalaureate degree programs. These programs have been designed very carefully to meet the requirements of the baccalaureate institutions and/or to prepare students for successful job entry. Likewise, the individual courses that make up these programs have been designed to ensure that each contributes in a very logical and appropriate way to the overall program design.

Because of the long and successful tradition of academic excellence at Vincennes University, our courses, programs and graduates have come to be very highly regarded by our colleagues at the transfer institutions and by employers. This is also reflected in the full accreditation awarded to the University by the North Central Association of Colleges and Schools. This applies to both our academic transfer and occupational programs. In fact, many of the course credits earned in our job-oriented occupational programs are accepted in transfer and are applied toward baccalaureate degree requirements by the receiving institutions in the same way as our traditional transfer courses.

This success, however, must never be taken for granted. It requires constant effort to keep our courses current and fully articulated. And, it means that all teaching faculty, both full- and part-time, must be fully aware of the content each course is to contain and be fully committed to teaching it accordingly. Indeed, our academic integrity as well as our accreditation status depend upon it. Therefore, it is expected that adjunct faculty members will receive the necessary course outlines to enable them to plan effectively and that they will deliver uniformly high quality instruction, regardless of location. The University must be able to ensure that all credits awarded meet the same high standards of excellence.

This may place special responsibilities on our adjunct faculty members. Not being readily available to campus-based colleagues may require visits to campus to clarify course content, methods and expectations. Some of this, of course, may be handled by phone. Regardless, your campus-based colleagues stand ready to assist you in any way possible. Names, titles, and phone numbers of many campus persons you may wish to contact are included later in this Handbook.

COURSE OUTLINES AND SYLLABI

The importance of ensuring course integrity has been stated earlier in this Handbook. The significance of this concept cannot be overstated. The academic tradition of the Institution has been and its future viability will be determined by how well we prepare students for successful academic transfer and job placement.

Over the years we have been able to establish and maintain successful academic transfer through continual articulation with the transfer institutions. Annual visits to many of the state's college and university campuses coupled with frequent follow-up conversations provide the information necessary for our faculty to keep our course content and program outlines consistent with the lower division components of their baccalaureate programs. These factors, in addition to the strength and dedication of our faculty, provide the basis for our success. In similar fashion, frequent contact with industry employers and the employment success of our students have enabled us to achieve high levels of success and recognition for our career/technical programs.

The carefully planned contents of our courses are, of course, reflected in our course outlines and syllabi. The course outlines contain a statement of the purposes of the courses, course objectives and the specific content to be included. The syllabi contain such things as our grading policies, work and achievement levels required to earn each grade, assignment schedules, test dates, attendance policies, and work make-up policies.

Because our courses have been planned carefully to include specific content and because the University is committed to providing consistent instructional quality in all locations where we serve students, it is vitally important that all part-time and adjunct faculty adhere to the established course outlines. Individual faculty are encouraged to adapt instructional methodologies to meet the teaching situation and students' learning styles, but must do so while maintaining academic consistency throughout.

Each part-time and adjunct faculty member is required to prepare a new or updated course outline and syllabi for each course taught each semester. Each student who is enrolled in a course is to receive a copy of the outline and syllabus for use throughout the semester. One copy of this material is to be provided to the Off-Campus Continuing Education Director's Office.

It is strongly recommended that frequent reference be made to the course outline and syllabus throughout the course. This will help students to keep up with the pace of the course and encourage them to consider it

to be an important plan to guide their study. Otherwise it may be perceived to be a document that has little relevance or importance. In truth, the course outline and syllabus amount to a contract between the University and the students enrolled in the course. Therefore, any changes need to be made in advance and should be provided in writing to the students.

COMMUNICATING WITH YOUR STUDENTS

Communication between faculty and students is essential, especially when both faculty and students are part-time. Vincennes University has provided you and your students with an avenue for making communication possible through MyVU, VU's Intranet connection. Each student who enrolls at Vincennes University is given a MyVU ID and password. Each faculty member is given a MyVU ID and password. Faculty may e-mail the entire class, a single student or chat with students in class through this electronic communication tool. Students, in turn, may contact their instructor in the same way. Instructions for utilizing MyVU as a communication tool are provided on the MyVU site.

➤ **Logging Onto MyVU:**

Please refer to your letter for your user name and password.

➤ **MyVU Down Times:**

Due to necessary system maintenance, **MyVU** will occasionally be unavailable; this scheduled maintenance will normally occur on Tuesday evening between 8:00 p.m. and 11:00 p.m. In addition, there may be times the system will be down due to unforeseen circumstances. Your patience is appreciated during these times.

➤ **Access My E-Mail:**

The MyVU system provides an e-mail application that you can use to send and receive mail messages to colleagues on and off campus. To access your e-mail account, use the following procedure:

1. If you have not already done so, log into the MyVU system
2. Click the e-mail icon located in the main MyVU navigation bar (next to page tabs).
3. For additional help topics about accessing, using, or customizing the e-mail application, click the help icon located in the e-mail application navigation bar.

➤ **Contact List For Questions/Problems:**

Can't remember login name or password – contact the Management Information Center (MIC) 812 888-4332 between the hours of 8:00 AM and 4:30 PM Monday through Friday.

Account is disabled – contact the MIC at 812 888-4332

Questions about using or navigating MyVU Faculty Services – contact the Management Information Center at 812 888-4332.

Questions regarding the grading process or questions about how to handle specific grade situations – contact the Records Office at 812 888-4220 between the hours of 8:00 AM and 4:30 PM Monday through Friday.

ATTENDANCE POLICY PROCEDURES

The faculty, staff and administration of Vincennes University have long held to the belief that regular class attendance is vital to the academic success of students. Experience has shown there to be a very high correlation between regular class attendance and academic success. Because of this, a formal attendance policy has been adopted. It is the responsibility of all faculty members, including those who are part-time

and/or adjunct, to include this policy in all course outlines/syllabi, to interpret it to students, and to administer it in a consistent and fair manner in all classes.

It must be clearly understood, however, that the intent of this policy is neither to be punitive nor to provide a mechanism to "weed out" students. On the contrary, the intent is to promote class attendance and to provide an "early warning system" for those who may fail to do so. It is only when it becomes clear that individual students are failing to meet their obligations toward class attendance and academic achievement that the policy calls for their being dropped from courses for non-attendance.

Students should file reasons for absences with verification of such in the Dean of Students Office. (Verification means to document that the reason is true by providing evidence.) The University Health Services personnel will be the only University staff to offer verification of the student's illness. Service to the institution, extended illness, and death in the family are examples of reasons for absences that must be filed with proper verification from the student. Reasons for absences must be filed immediately on return to the institution.

A student seeking the privilege of making up examinations or other work missed because of an absence may file a Request for Make-up Privilege in the Dean of Students Office. This request form, with a statement concerning the absence information that the student has filed, will be sent to the faculty member. Except in cases of absences caused by approved and required activities, the final decision rests with the faculty person.

Any student may be dropped from class for non-attendance. Students who miss twice the number of credit hours of class or the equivalent of two weeks of class instruction are eligible to be dropped from class. The faculty member will sign the Withdrawal from Class for Non-Attendance Form and send it to the Off-Campus Continuing Education Office. Before dropping a student for non-attendance, the faculty member will attempt to contact the Dean of Students Office for information that the student has filed concerning his/her absences.

The Off-Campus Continuing Education office staff will input the drop for non-attendance on the computer. The Dean of Students Office will then be responsible for notifying the student by mail of the drop from class for non-attendance and of their right to appeal.

Students may set an appointment with the faculty member issuing the drop in an effort to resolve the withdrawal from class. If the student is reinstated, the faculty member should inform the Dean of Students so that the drop can be cleared from the student's record.

Students may appeal a drop from class for non-attendance in the following manner:

1. A student may appeal directly to the faculty person for readmission to the course and must provide evidence of extenuating circumstances that caused the absences. The faculty person has the option to readmit the student without a formal appeal hearing.
2. The student may appeal the drop for attendance at the Dean of Students' Office by completing a Drop Petition Appeal form. The Dean of Students will then convene a hearing for the appeal at which readmission will be granted or denied. If there is extenuating information/evidence unknown to the faculty person or Dean of Students, the student is responsible for providing that information/evidence. The hearing is conducted by the Dean or Assistant Dean of Students and is attended by the student, faculty person involved and the faculty person's Dean or a representative of that Dean.

It is your responsibility as adjunct faculty to keep class attendance records for each class meeting. The attendance policy was developed to promote regular class attendance so that students can be successful in their coursework.

CANCELLED CLASSES

At the risk of re-stating the obvious, it is an instructor's professional obligation to meet classes when scheduled and to deliver to students the educational programs and services they deserve and expect. By

accepting a teaching assignment, the adjunct and/or part-time instructor makes a commitment of the time, effort and use of professional skills required to deliver the best educational offering possible.

Classes should never be cancelled except for reasons of serious personal illness, unexpected emergencies, dangerous weather conditions, and other such causes that are beyond the control of the instructor. However, when such circumstances do arise, adjunct faculty should call to notify their Off-Campus Continuing Education Program Director of the class cancellation.

Generally, the meeting schedule for Off-Campus Continuing Education classes will follow the schedule of the facilities, such as high schools, military offices, etc., in which the classes are being held. In the same way, facilities cancellations due to inclement weather will likewise cause cancellations of University classes. Faculty are encouraged to arrange for class make-ups when such cancellations occur, including the use of additional take-home assignments, as necessary.

Clearly, class cancellations must be communicated to students in a timely fashion. Individual phone calls, perhaps using a student "calling chain" should be used whenever possible. Posting the cancellation at the classroom site should also be arranged through the site coordinator, building principal or designated representative, etc., when appropriate.

When it is possible to anticipate class cancellations, the instructor is encouraged to schedule exams or other in-class exercises, make arrangements for a guest presenter, or re-schedule the missed session at a time mutually agreeable with all class members. Any re-scheduling must have the approval of the Off-Campus Continuing Education Director.

DROP/ADD AND WITHDRAWAL POLICIES

Students who drop one or more courses during the first week of classes will receive a 100% credit adjustment of tuition and student activity fee; during the second week, a 75% credit adjustment; during the third week, a 50% adjustment; during the fourth week, a 25% adjustment; during the fifth week or after, no credit adjustment. The University refund policy will be pro-rated for those classes which meet less than normally prescribed for a regular enrollment period.

Students wishing to withdraw (drop) from classes should contact the appropriate Off-Campus Continuing Education Office. The refund is calculated based upon the date that the Off-Campus Continuing Education Office is notified of the withdrawal.

GRADING POLICIES AND PROCEDURES

The grading policy in effect at Vincennes University has been developed and adopted by the faculty of the University and has been formally approved by the Board of Trustees. Therefore, it is expected that all faculty, including adjunct and/or part-time faculty, will adhere to all aspects of this policy. The full policy is printed in the University's Catalog. Adjunct and/or part-time faculty should refer to this publication as the official source for the grading policy.

Adjunct faculty retain the authority to assign grades based upon grading standards and scales as presented in the course outline/syllabus and the quality of students' work.

There are carefully defined circumstances under which grades such as "I", "DEF", "AU", and "RD" may be assigned. Uses of these grades beyond those specifically defined in the Catalog are not permitted.

In rare instances (i.e., school closings due to inclement weather, etc.), it may be impossible to input the students' grades during the specific dates provided. In those instances, print off the roster from the "Grade Courses" screen, mark the appropriate grade for the student to the right of the student's name, and place your signature and the date on the sheet. Grades reported in this manner must be faxed to:

Off-Campus Continuing Education
FAX: 812 888-4339

Off-Campus Continuing Education can no longer input your grades. **IT IS NOW YOUR RESPONSIBILITY TO SEE THAT YOUR GRADES ARE RECORDED ON THE STUDENT'S RECORD.**

***** NOTE *****

The grades of "WN" and "WF" cannot be entered on the Web "Grade Courses" screen. These grades can only be given when using the nonattendance system.

REPORTING GRADES

Vincennes University makes a very concerted effort to receive and process grades and make results available to students in as timely a way as possible. Clearly, this requires the full cooperation of all faculty in reporting grades to the appropriate offices. Special reporting efforts are required of part-time and adjunct faculty teaching for Off-Campus Continuing Education because so many of them must accommodate distance and time separations from campus-based operations.

Web Grading enables the faculty member to record the student's grade earned onto the Banner System through the campus intranet connection MyVU.

WEB GRADING USING MYVU

Due to necessary system maintenance, **MyVU** will occasionally be unavailable; this scheduled maintenance will normally occur on Tuesday evening between 8:00 p.m. and 11:00 p.m. In addition, there may be times the system will be down due to unforeseen circumstances. Your patience is appreciated during these times.

Step by Step instructions are provided as an appendix in this Adjunct Faculty Handbook; please refer to these instructions to access the appropriate screens to post students' grades.

CONTACT LIST FOR QUESTIONS/PROBLEMS

General questions can be directed toward the Off-Campus Continuing Education office staff with whom you normally communicate.

Can't remember login name or password – contact the MIC 812-888-4332.

Account is disabled - contact the MIC 812-888-4332.

Questions about using or navigating MyVU or Faculty Services - contact the Management Information Center at 812 888-4332.

Questions regarding the grading process or questions about how to handle specific Grade situations - contact the Records Office 812-888-4220.

STEP BY STEP PROCESS TO USING MyVU TO INPUT GRADES

1. Access MyVU using Internet Explorer. If the PC you are using does not default to the VU home page for MyVU, the address is <http://myVU.vinu.edu>. You will be taken to this screen where you will input your personal user name and password.

Enter your user name and password, click the login button.

REMINDER: Please secure your user name and password. It is against University policy to allow anyone else to access MyVU using your id and password. It is advised that you change the password on a regular basis for security reasons.

2. The MyVU screen verifies your name by welcoming you. From this screen, click on Academic Services.
3. Click on the link below the Administrative Services header.
4. You will be taken to the Administrative Services page where you will click on the Faculty tab.
5. Click on Faculty Services.
6. Click on Midterm Grades or Final Grades.
7. Select the appropriate term
8. Select the CRN (Course Reference Number) for the course you wish to grade.
9. Enter Midterm or Final Grades
 - Use the drop down box to select the grade you wish to assign
 - If you are assigning a "W", enter the Last Attend Date
 - If you are assigning an "F" because the student has stopped attending, enter the Last Attend Date
 - If you are assigning a "W" or "F" for a "NO SHOW", use the first date of the term as Last Attend Date and a "0" in Attend Hours
 - If the student was previously dropped for nonattendance, the grade, the Last Attend Date and Zero Attend hours (for No Shows) will already be displayed.
10. If you are teaching other sections or other courses, click on the next CRN to select another course. If you have more than one class to post grades, repeat Step 9.
11. Step-by-step instructions are provided in the Appendix of this document.

WHAT TO DO IF:

- **You Enter The Wrong Grade**
During the time web grading is available, change the grade on the web "Grade Courses" screen and click SUBMIT. The new grade will be recorded. After web grading is closed, submit the grade change (a memo from the faculty member listing the student's name, student ID, grade given and the correct grade, reason for the error, with the memo signed by the instructor) through the Off-Campus Continuing Education Office.
- **Your Class Is Not Listed In The Selection Box Or Your Name Is Not Listed As The Instructor**
Contact the Off-Campus Continuing Education Office at 812 888-4337 or 800-670-1230.
- **Student Is Not On Roster**
Notify the Off-Campus Continuing Education Office at 812 888-4337 or 800-670-1230.
- **Student Is On The Roster But Never Attended Or Has Stopped Attending**
At mid-term, notify the Off-Campus Continuing Education office immediately. Leave the grade blank on the roster. The "WN" or "WF" will appear in the "Grade on Record" column after the drop has been processed. For final grades, the "WN" or "WF" cannot be recorded as a final grade unless it was previously recorded through the non-attendance process. If the "WN" or "WF" does not appear in the "Grade on Record" column, enter a "W" or "F" on the "Grade Courses" screen and complete a supplemental grade form including a last date of attendance. The supplemental grade form must be approved by the appropriate Division Dean if the grade is "W". Send the form to the Off-Campus Continuing Education.

- **Previously Dropped Student Has Been Reinstated**
If a grade of "W, WN, or WF" appears in the "Grade on Record" column and the student was reinstated, complete a supplemental grade form and send it to the Registrar's Office.
- **Student Is Receiving An Incomplete**
Complete a supplemental grade form and send it to the Off-Campus Continuing Education/Project EXCEL/Project LINK office for approval. Enter the grade of "I" on the "Grade Courses" screen.
- **Class Cannot Be Graded At Normal Grading Time**
The grade of "RD" (report delayed) is the appropriate grade for students in a class that has not ended at the time final grades are being recorded. There are carefully defined circumstances under which grades such as "I", "DEF", "AU", and "RD" may be assigned. Uses of these grades beyond those specifically defined in the Catalog are not permitted.

GRADE BOOKS

Grade books will be provided for each part-time and adjunct faculty member. If the person has taught in a previous semester, the same grade book will be issued until it is filled. All faculty grade books are the property of the University and must be returned to the Off-Campus Continuing Education Office at the conclusion of each semester.

Questions sometimes arise regarding grades several years after students' complete courses and, frequently, after faculty members have moved away, retired, etc. Therefore, all faculty are expected to keep accurate, complete and well-documented course records. These records should include class attendance, class meeting dates and times, grades earned on each assignment, mid-term and final grades. They should be made with sufficient completeness that the method of calculating and issuing course grades is thoroughly documented. Please note that incomplete grades must be completed and submitted before midterm of the semester immediately following the incomplete grade.

IN-CLASS EVALUATIONS AND RATINGS

From time-to-time, Off-Campus Continuing Education personnel and/or local site coordinators may sit in on portions of scheduled classes. This should not be viewed as threatening or negative, but rather as a routine component of first-hand evaluation of the University's Off-Campus Continuing Education program.

The University also has a program that provides for students to rate courses and faculty. This process permits students to respond to a predetermined list of rating items and to provide written individual comments. The results of these ratings are shared with the individual faculty member, the Off-Campus Continuing Education Office, and the division office through which the course is being offered. Once again, it should be understood that this is a routine part of the operation of the University, covering all courses and programs, on-campus as well as off-campus, throughout Instructional Services.

CLASSROOM SUPPLIES AND EQUIPMENT

Every reasonable effort will be made to provide full support for part-time and adjunct faculty needs for classroom supplies and equipment. However, because so many Off-Campus Continuing Education classes are offered at sites considerably distant from campus, special planning may be necessary. This is especially true if materials and/or information will be sent via U. S. mail service. The following suggestions may assist with providing timely responses to requests for service.

AUDIO VISUAL EQUIPMENT

Off-Campus - Contact the Off-Campus Continuing Education office, site coordinator or building principal at least one week in advance, unless otherwise previously arranged by site personnel.

IMPORTANT UNIVERSITY TELEPHONE NUMBERS

- **ADMINISTRATION**

| | |
|--|--------------|
| President's Office | 812-888-4208 |
| Provost | 812-888-4262 |
| Vice President, Workforce Development/ Community Services | 812-888-4309 |
| Vice President for Financial Services & Governmental Relations | 812-888-4320 |
| Assistant Provost for Student Affairs | 812-888-4241 |
| Assistant Provost for Academic Affairs | 812-888-4336 |
| Senior Director, External Relations | 812-888-4359 |
| Director, Off-Campus Continuing Education | 812-888-4337 |
| Dean of Continuing Studies (distance ed./military ed.) | 812-888-5329 |

- **DIVISION OFFICES**

| | |
|---|--------------|
| Business & Public Service Division | 812-888-4420 |
| Health Science & Human Performance Division | 812-888-4242 |
| Humanities | 812-888-4480 |
| Science & Mathematics Division | 812-888-5131 |
| Social Science & Performing Arts Division | 812-888-4286 |
| Technology Division | 812-888-4447 |

- **GENERAL UNIVERSITY TELEPHONE NUMBERS**

| | |
|--|------------------------------|
| Admissions | 812-888-4313 or 800-742-9198 |
| Academic Skills Center | 812-888-4209 |
| Advising Center | 812-888-4451 or 800-589-4695 |
| Bookstore | 812-888-4334 |
| Bursar | 812-888-4244 |
| Campus Police | 812-888-5555 |
| Career Exploration Center | 812-888-4501 |
| Counseling | 812-888-4374 |
| Dean of Students | 812-888-4301 |
| Distance Education Office (Internet classes, credit) | 812-888-5900 |
| Financial Aid | 812-888-4361 |
| Human Resources | 812-888-5848 |
| Learning Resources Center | |
| Audio Visual | 812-888-4169 |
| Circulation Desk | 812-888-4165 |
| Marketing, University | 812-888-5794 |
| Off-Campus Continuing Education Office | 812-888-4337 |
| Toll free | 800-670-1230 |
| Fax | 812-888-4339 |
| Physical Plant | 812-888-4227 |
| Registrar | 812-888-4220 |

- **OTHER CAMPUSES**

| | |
|---------------------------------|--------------|
| Aviation Technology Center/Indy | 317-381-6000 |
| School for the Deaf | 317-923-2308 |
| VU Jasper Center | 812-482-3030 |