

ADMINISTRATIVE

New Instructor Orientation



Updated 8.3.2023

Project EXCEL Administrative Orientation Checklist

Instructor Name: _____ Date: _____

High School/Career Center: _____

Dual Credit Courses: _____

Instructor Handbook

- Detailed information and instructions regarding administrative procedures located on Project EXCEL [Website](#), under [Instructor and Counselor Resources](#) – PLEASE READ THOROUGHLY.

Important Dates to Remember

- Important Dates/Deadlines for Quick Reference – please see Instructor Handbook for detailed information.
 - ___ Registration Deadlines
 - ___ Drop Deadlines
 - ___ Course Information Form Due Dates
 - ___ Course Syllabi Due to Project EXCEL office (submit to Faculty Liaison separately)

Project EXCEL Policies and Procedures

- Rules governing our program policies, in accordance with NACEP accreditation standards – Key Highlights:
 - ___ Course curriculum and objectives must be the same or equivalent to VU course.
 - ___ Textbooks must be same as on campus courses or approved by department/liaison.
 - ___ Students must meet all course eligibility, placement score, and prerequisite requirements.
 - ___ Must ensure all student registration forms completed correctly and thoroughly.
 - ___ Check email frequently for Project EXCEL notifications – check firewall issues.
 - ___ Must participate in Dual Credit Professional Development session:
 - Yearly participation required.
 - Stipend for attending (when session held on campus).
 - ___ Administrative Stipend:
 - Compensation for student registration and administrative responsibilities.
 - Must submit course syllabi, class rosters, and enter final grades into Banner, each term in which the course is offered, in order for the stipend to be released.

Course Listing and Placement Chart

- List of courses offered through Project EXCEL, including placement scores/prerequisites.
- For more information on testing options, including Accuplacer Proctoring and Guidelines, please see [Placement Testing](#) on our website or refer to the [Policies and Procedures](#).

Career and Technology Fee Waiver

- List of career and technical courses that are currently approved under a special VU fee waiver.
- The \$25 per credit hour fee is waived for all eligible students for these select courses only.

Course Information Form – Example and Instructions

- Filled out each semester/term – separate form for each lecture and lab course.
- Due May 31 for fall semester, year long, 1st and 2nd trimester.
- Due November 1 for spring and 3rd trimester.

Project EXCEL Administrative Orientation Checklist

Registration Form – Example Form and Instructions

- View completed example student registration form.
- Make note of the CRN, section number, etc. This information will be in your registration packet and is ***semester/term specific***...different CRN & section numbers each semester/term.
- Placement Test Scores and/or Prerequisite Course Information:
 - Must be submitted by instructor, guidance counselor, or administrator for any course with placement score requirements or course prerequisites.
 - Refer to Project EXCEL [Course Listing and Placement Chart](#) to verify minimum placement scores and prerequisites for each course.
- Free Reduced Lunch (PL185) Fee Waiver – a check box is located on the registration form for students who qualify. **The box must be checked and the registration form must be signed by the high school instructor, counselor, or administrator verifying that a copy of the student's eligibility is on file within the school corporation (student based – not school's CEP status).**

Class Roster and Grading Instructions

- Instructions for accessing class rosters:
 - Instructors emailed (mid semester) to approve and return signed, verified class rosters.
 - Instructions for posting final grades on the VU's Banner system – follow email instructions sent by Project EXCEL.
 - Notified via email dates that grading windows will open – typically, two grading windows
 - Only **Final Grades** are to be posted (no mid-term grades).
- See [Grading and Class Rosters](#) on our website for more detailed information/instructions.

Student Rating of Instruction for SurveyDIG

- Students must have their MyVU username and password in order to log in to their MyVU account and access this survey, IF they do not receive a survey link in their preferred email.
- Instructors will receive email reminder that students must complete the survey and will be sent instructions for students to retrieve their login information, if necessary.

Performance Review/Course Improvement Plan

- Performance reviews must be completed, yearly, for all active instructors.
- Course Improvement Plans must be completed by all new instructors, based upon aggregate SurveyDIG results, after the instructor's first year of teaching. Subsequent completion of Course Improvement Plans, for returning or veteran instructors, will be determined based upon a minimum student rating threshold.

Transcript Request Form

- Dual credit courses are not automatically transferred to other institutions, even though the course is listed as a dual credit course on the high school transcript.
- Students must complete a Transcript Request Form to have any transcribed VU credit transferred to another institution.
- Transcripts will not be sent if the student has a balance on their VU account.

Signature of Project EXCEL Program Representative

Date

Signature of Project EXCEL Instructor

Date

PROJECT EXCEL ORIENTATION PACKET COVERSHEET

1. [Instructor Handbook](#) – Valuable resource guide that includes important instructions, dates and deadlines – available on our [website](#) – PLEASE BE SURE TO READ THOROUGHLY!
2. [Important Dates to Remember](#) – Quick overview of important dates/deadlines. Please refer to the [Instructor Handbook](#) for more detailed information.
3. [Project EXCEL Policies and Procedures](#) – PLEASE READ THOROUGHLY for program requirements and guidelines.
4. [Course Listing and Placement Chart](#) – Please refer to this chart for a list of courses currently offered through Project EXCEL and any applicable course prerequisites and/or placement scores for each course. For more detailed information on testing options, including Accuplacer Proctoring and Guidelines, please see [Placement Testing](#) on our website.
5. [Career and Technology Fee Waiver](#) – List of career and technical courses that are currently under a special fee waiver. The \$25 per credit hour fee is waived for all eligible students for these select courses only.
6. [Course Information Form](#) – First step to teaching your class for VU credit. This form gives us the information needed to set up your class into the VU Banner system and prepare your registration packet, which will be mailed to your school. **You will need to fill out this form each semester/term** (unless the dual credit course as a yearlong course). Please submit fall, 1st and 2nd trimester, and year-long forms no later than May 31. Please submit spring and 3rd trimester forms no later than November 1. E-mail notifications sent with reminders of these due dates.
7. [Instructions for completing the Course Information Form](#) – Please use this set of instructions to complete the Course Information Form referenced above.
8. [Online Application Instructions](#) and [eBill Instructions](#) - **Instruction sheets will be included in each registration packet mailed to you.** Please refer to these sets of instructions prior to having your students complete the paper registration form. **IMPORTANT - Students must complete the OEF prior to submitting the paper registration form.**
9. [Registration Form Instructions and Example Form](#) – An instruction sheet and an example form is included in each registration packet mailed to you, to assist your students with completing the registration form. **Be sure to follow these instructions carefully. Each example form includes course information specific to your course(s) for that given term (CRN, section number).** Please be sure the students complete the registration form thoroughly and legibly.
 - a. **Placement Test Scores** – Placement scores must be submitted by the guidance counselor, teacher, or school administrator for any courses with prerequisite requirements. Please refer to the [Project EXCEL Course Listing and Placement Chart](#) to verify minimum placement scores and prerequisites for each course.
 - b. **National Lunch Program (PL-185) Fee Waiver** – A check box is located on the registration form for your students who qualify for the National Lunch Program under Public Law 185. **In order for their tuition to be waived, this box MUST be checked and the registration form must be signed by the high school counselor, teacher, or administrator verifying that a copy of the student's eligibility is on file within the school corporation.**
10. [Accessing Class Rosters](#) – These are your instructions for accessing class rosters on VU's Banner system. An email will go out midterm (after all registrations have been completed), requiring you to verify your class roster.
11. [Web Grading](#) – An e-mail will go out notifying you of when the grading windows will be open to post final grades. Two grading windows will be available for flexibility. You will need to post your grades during one of these two windows, as this will be your only opportunity to so. You will only post final grades (no mid-term grades will be posted).
12. [SurveyDIG Student Rating of Instruction](#) – This is VU's student rating of instruction. You will receive an email reminding you that prior to the end of your class that your students will need access to a computer to take the survey. *Note: Your students may need their MyVU username and password in order to log into their MyVU account and access this survey.
13. [Performance Review/Course Improvement Plan](#) – Performance reviews will be completed, yearly, for all active instructors. Course Improvement Plans must be completed by all new instructors, based upon aggregate SurveyDIG results, after the instructor's first year of teaching. Subsequent completion of Course Improvement Plans, for returning or veteran instructors, will be determined based upon a minimum student rating threshold.
14. [Transcript Request Form](#) – This is the form your students will need to complete, sign, and submit to the VU Registrar office in order to receive a copy of their transcript or to have it sent to another university/employer.
15. [Administrative Orientation Checklist](#) – Instructor and Project EXCEL staff member to sign and date indicating completion of the administrative orientation session.

Please feel contact the Project EXCEL office if you have any questions. We can be reached toll free at 800-670-1230 or by e-mail projectexcel@vinu.edu. Please contact your faculty liaison regarding curriculum-related questions.



Instructor Handbook

***Please view or download this
handbook from the
Project EXCEL website under
Instructor and Counselor Resources***



Policies & Procedures

812-888-4337 | ProjectEXCEL@vinu.edu

June 26, 2023

TABLE OF CONTENTS

About Vincennes University	3
Accreditation	3
Vincennes University Mission Statement:	3
Vincennes University Vision Statement:	3
Vincennes University Values:	3
Project EXCEL Dual Credit Program	4
Teaching Modality	4
Program Cost	4
Textbook Cost	4
Project EXCEL Partner Schools	4
Memorandum of Understanding	4
Electronic Communication	4
Curriculum Standards	5
Assessment	5
Course Syllabi	5
Textbook/Course Materials	5
Classroom/Lab/Equipment Approval	5
Advanced Placement (AP)	5
Credit from Two Institutions for the Same Class	5
Grading Standards	5
Project EXCEL Students	6
Eligibility and Requirements	6
Accommodations for Students with Diverse Abilities	7
Online Application	7
Registration Form Deadline	7
Dropping a Course	7
Student Billing	8
Transcripts and Transfer Credit	8
Privacy of Student Records and Information	8
Placement Testing	9
Accuplacer	9
Accuplacer Scores from Another Institution	9
Accuplacer Proctoring Requirements	9
World Languages - Advanced Placement	10
Project EXCEL Instructors	11
Faculty Qualifications and Approval Process	11
Faculty Application and Credentialing Deadlines	12
Instructor Responsibilities	12
Faculty Evaluation Process	14
Travel and Hotel Accommodations	14
Administrative Stipend	14
Dual Credit Faculty Liaisons	15
Additional Resources	15

About Vincennes University

Vincennes University (VU) is Indiana's first college. William Henry Harrison, the ninth U.S. President, founded VU in 1801 while serving as governor of the Indiana Territory. VU was incorporated as Vincennes University on November 29, 1806. The University has grown from a humble one-room school to a beautiful campus of over 200 acres. VU offers more than 180 programs, including baccalaureate programs and offers instruction at military sites throughout the nation.

Accreditation

Vincennes University (VU) is accredited by The Higher Learning Commission (HLC). Vincennes University maintains its accreditation with HLC through the Standard Pathway process.

[Statement of Accreditation](#)

In addition to the HLC accreditation, several of VU's programs have earned recognition by specialized accreditation organizations, including its Project EXCEL dual credit program, which is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

For a full list of VU's specialized accreditations, [click here](#).

Vincennes University Mission Statement:

Vincennes University develops people and enhances communities through accessible high-quality education programs, strategic partnerships, and active engagement.

Vincennes University Vision Statement:

Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A broad range of program offerings and a commitment to superior 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's mission and are respected for their contributions.

Vincennes University Values:

- Personal growth and academic excellence for our students, faculty, and staff
- Collaborative relationships with our stakeholders and communities
- An environment that encourages open dialogue and cooperation
- Continuous improvement through data-informed planning and evaluation
- Cultural enrichment, diversity, and individual freedom

To view additional information regarding VU's history, institutional functions, and institutional objectives, click [here](#).

Project EXCEL Dual Credit Program

Project EXCEL, Indiana's first dual credit/concurrent enrollment program, offers transcribed college credit to eligible high school students who enroll in Vincennes University (VU) courses offered at an approved Indiana high school or career center. High school teachers, who meet the Vincennes University faculty credentialing requirements, may be approved to teach Vincennes University Project EXCEL courses for dual credit. The number and selection of Project EXCEL dual credit courses offered at each high school or career center varies in accordance with eligible, VU approved instructors at each location.

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

Teaching Modality

The Vincennes University Project EXCEL program offers the following modality:

Face to Face (F2F) Instruction – Courses are taught in a traditional classroom setting by a VU approved high school/career center instructor.

Program Cost

- Courses are offered at a significantly reduced rate of \$25* per credit hour.
- Tuition fees for select CTE courses are waived under VU's CTE Dual Credit Fee Waiver. Click [here](#) to view the most recent CTE Tuition Fee Waiver Course List.

**Course fees are waived for students who qualify for the National Free and Reduced Lunch Program.*

Textbook Cost

Schools are responsible for obtaining instructor and student textbooks, and other materials required for the course(s). Schools may choose to pass along associated costs, either in part or in full, to the student. Textbooks may be ordered from the VU Old Post Bookstore. Please contact the bookstore at 812.888.4334 for more information.

Project EXCEL Partner Schools

Project EXCEL partners with Indiana high schools and career centers to offer VU dual credit courses to eligible high school students.

Memorandum of Understanding

A Memorandum of Understanding (MOU) will be sent to all Project EXCEL partner schools at the beginning of each academic year. The MOU sets forth the terms and conditions of the agreement between Vincennes University and the partnering school, outlines the responsibilities of each party, and establishes adherence to the policies and procedures contained therein. Terms of the agreement include, but are not limited to, instructor requirements, staff support, student enrollment and registration, student fees, fee collection, classroom and lab equipment approval, final authority, and termination.

Electronic Communication

The partner school is responsible for addressing firewall issues that may prevent instructors and/or students from receiving VU communication to their school issued email addresses. This may include permitting students to access their personal email, while on the school's premises, to obtain VU account information and/or access the required end of course surveys.

Curriculum Standards

Assessment

In keeping with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation criteria, Vincennes University embraces assessment as a fundamental tool for continuous quality improvement. The institution's assessment of academic and co-curricular programs is evidence-based, using quantitative and qualitative measurements of students' demonstration of program learning outcomes, and supports data-driven decisions to improve VU's services and processes for all students

Course Syllabi

The course syllabi and curriculum used in each VU dual credit course must be the same or equivalent to the corresponding course taught on the VU campus, including learning outcomes, course objectives, grading standards, evaluation, and assessment criteria. Syllabi must be provided to and adhered by all students participating in the class.

Textbook/Course Materials

Each VU academic department determines whether a dual credit course must be taught using the same textbook and course materials as used on campus or whether another college-level textbook may be utilized. Determination and approval varies by course and department.

Classroom/Lab/Equipment Approval

Select dual credit courses require approval of the classroom, lab, and/or equipment prior to the course being approved for dual credit at the respective partner school. A [Classroom/Lab/Equipment Approval Form](#) must be completed and submitted to the Project EXCEL office prior to the start of the faculty application process.

Advanced Placement (AP)

Providing that the VU curriculum and standards are followed, and all VU dual credit policies and procedures are adhered to, the approved dual credit instructor may choose to incorporate Advanced Placement (AP) curriculum as an addendum to the VU course curriculum.

Students have the option to take the AP exam and/or earn dual credit through Project EXCEL with the understanding that the AP curriculum is to be incorporated as additional course content. Students who wish to earn dual credit must register for the dual credit course at the beginning of the corresponding semester. Students may not enroll for dual credit past the registration deadline, nor opt for dual credit should they not pass the AP exam with an acceptable score.

Credit from Two Institutions for the Same Class

Approved VU dual credit instructors may NOT offer dual credit through another institution to students within the same class being taught for Vincennes University dual credit. The same/comparable course may be offered through another institution provided the courses are offered independently from one another, at different class times, and do not have the same students enrolled in both courses.

Grading Standards

While our partner schools may utilize their own grading policies for the high school grade, in accordance with the Higher Learning Commission (HLC) and the National Alliance of Concurrent Enrollment Partnerships (NACEP), VU dual credit courses must follow the grading criteria and standards, as established by the respective department or program, for the corresponding VU course. Given that the grading policies for the high school and dual credit courses may differ, we encourage our partner schools to adopt the VU grading policies for the high school grade in order to maintain consistency of transcripts between the high school and Vincennes University.

Project EXCEL Students

Eligibility and Requirements

1. Students must meet all minimum placement scores and/or course prerequisite requirements established for enrollment in VU dual credit courses and must have qualifying PSAT, SAT, ACT, and/or Accuplacer scores on record with VU and/or the high school/career center prior to the beginning of the semester in which the course is offered. Please refer to the [Project EXCEL Course Listing and Placement Chart](#) for course-specific prerequisites and minimum placement scores. In accordance with Indiana HEA 1213, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale in order to enroll in subsequent related dual credit course work in the same subject area.
2. Students must have a junior or senior level standing in order to enroll in many Project EXCEL courses. Sophomores are permitted to enroll in first year world language courses, given the criteria listed below. Sophomores are also permitted to enroll in select Career and Technical courses – please refer to the [Project EXCEL Course Listing and Placement Chart](#) for the full listing or contact the Project EXCEL office for more information.
 - Sophomores, who have had two or more years of the corresponding high school world language course, will be permitted to enroll in FREN 101 or SPAN 101 for VU credit. This allows students who began taking world language courses in eighth grade to enroll in dual credit world language courses commensurate with their level of knowledge. Upon completion of the associated VU 101 course, with a grade of C or better, sophomore students will be permitted to enroll in FREN 103 or SPAN 103, respectively, the following semester.
3. All students are subject to the VU Attendance policy and should complete course requirements in the traditional, face-to-face format, unless the Project EXCEL office has authorized an alternative format.
4. All new students are required to complete the Project EXCEL Online Application prior to registering for dual credit courses each year. Please refer to the Online Application section below.
5. Students must print legibly and provide all requested information on the registration form, including his or her social security number, VU student ID (A#), email address, phone number, and both student and parent signatures. Student social security numbers are required in accordance with IRS Code 1.6050S-1, in order for the University to provide students, and their parents, with a 1098T form regarding educational tax benefits they may be eligible to receive. This policy also helps ensure the accuracy of the student's official VU record, and to avoid duplicate records for the same student.
6. Students participating in a course that is offering VU dual credit, but choose not to enroll in the course for college credit, shall still meet all applicable course prerequisite and placement requirements and shall adhere to the same rigor, curriculum, and evaluation criteria of the VU dual credit course.
7. Home schooled students, who meet all eligibility criteria, may enroll in Project EXCEL courses through their local high school, with permission of the high school principal or administrator
8. By enrolling in a Project EXCEL dual credit course, students understand that academic freedom is practiced, which allows the instructor and students to engage in discussion that they feel is important in order to clarify and understand course content without fear of censorship as would be expected in a university level course. Students understand that they may encounter adult language and images, and different philosophical viewpoints and belief systems when choosing to enroll in a dual credit course for transcribed college credit. Students understand that appropriate and essential discipline-specific terminology, concepts and principles are utilized, as needed, in the classroom setting.
9. All dual credit students are held accountable to all VU and Project EXCEL policies, and rules including, but not limited to, those outlined in the Project EXCEL Student Handbook, which may be found on the Project EXCEL [website](#) under Student & Parents.

Accommodations for Students with Diverse Abilities

Students seeking classroom or coursework accommodations and support from VU's Diverse Abilities and Accommodations office must submit their request and documentation prior to, or at the beginning of, the semester in which they are enrolled in a Project EXCEL dual credit course. In the college setting, the accommodations authorized may not match those granted for high school courses, since the laws that apply to college and universities differ from the same laws that apply to the K-12 school system.

Vincennes University reserves the right to determine appropriate accommodations for students who will be taking Accuplacer tests and classes for college credit at Vincennes University. Project EXCEL students are enrolling in a college-level course; therefore, testing results will be reviewed to determine if the guidelines for a college student (not a high school student) have been met.

Accommodation procedures and additional information for dual credit students may be found on the VU Diverse Abilities and Accommodations website by clicking [here](#). The VU Diverse Abilities and Accommodations office may be contacted at disabilityservices@vinu.edu or 812-888-4501.

Online Application

Students who wish to participate in the Vincennes University Project EXCEL program **must** complete the Project EXCEL Online Application prior to registering for dual credit courses **each year**. Please click [here](#) for more information and to access the form.

- a) **New Students:** Completion of the Online Application will result in the generation of a student ID (A#) that will be emailed to the preferred email address entered on the application. Students must have a valid personal or school-issued email address that they can, and will, utilize as a requirement of program participation.
- b) **Returning Students:** Completion of the Online Application is only required for first-time dual credit students. Returning students, who have previously completed the Online Application, successfully, are not required to submit a second Online Application.
- c) Student social security numbers are **required** in accordance with IRS Code 1.6050S-1 for all U.S. Citizens and Permanent Residents in order for the University to provide students and their parents with a 1098T form regarding educational tax benefits they may be eligible to receive.
- d) Students must provide a valid high school-issued or personal email address, that can and will be checked in a timely manner. Once the Online Application has been received, an email will be sent to the student that contains their student ID (A#) and their MyVU login credentials. Students having trouble with their MyVU account should contact the Information Technology office (IT) at 812-888-4332.

Registration Form Deadline

In addition to the Online Application, students must submit their four-part, carbon copy Project EXCEL student registration forms.

Project EXCEL Registration Deadlines

Fall, Yearlong, and 1st & 2nd Trimester: September 1

Spring and 3rd Trimester: February 1

Dropping a Course

If a student wishes to drop a course, a completed and signed Student Drop Form must be received in the Project EXCEL office on or before November 1 for fall and first trimester courses, February 1 for yearlong and second trimester courses, and April 1 for spring and 3rd trimester courses. Appeals for dropping a course past the deadline will be considered, on a case-by-case basis, for extenuating circumstances (those that prevent the student from earning high school credit as well). Project EXCEL courses will not be dropped if there are Project EXCEL tuition fees due on the student's VU account.

Student Billing

Fees for Project EXCEL courses are billed electronically to the student's MyVU account and are nonrefundable. Fees are due within 15 days of the billing statement notice, which will be sent to the student's preferred email address, as listed by the student when completing the Project EXCEL Online Application.

Students are responsible for all qualifying tuition fees and may not drop a Project EXCEL course, enroll in subsequent Project EXCEL courses, or transfer credit earned to another university, until all balances are paid in full.

Students may retake a Project EXCEL course one time. However, all students must pay the \$25 per credit hour fee if taking the course for a second time, regardless of waiver eligibility.

Transcripts and Transfer Credit

To transfer VU course credit to another institution, students must request an official transcript through the VU Registrar's Office. Students may request transcripts online by visiting the Registrar's Office [website](#).

If a student has an outstanding balance on their account, a transcript hold will be on the student account until the balance has been paid in full.

Privacy of Student Records and Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that protects the privacy of student education records. Students enrolled in dual credit courses provide a unique situation. While the rights under FERPA belong to the parents or guardians with respect to high school records, they generally belong to the student with respect to postsecondary records.

FERPA's provisions allowing disclosure of information to parents of students who are dependents for income tax purposes would apply for most dual credit students. This exception allows Vincennes University to share student records and information with parents or guardians without prior consent from the student.

Project EXCEL strongly encourages parents of dual credit students to respect the student's ownership of his or her education record at the college level and seek ways to gain that information while safeguarding the student's rights and responsibilities. Vincennes University dual credit instructors should make every attempt to communicate with and through the student, as an important maturation point for college students. We ask that the parent communicate with their child first and then, only as necessary, with the instructor.

In accordance with state guidelines, as well as program policies and procedures, Vincennes University and the high school or career center may share records and information for students enrolled in VU dual credit courses. For more information, please visit the [U.S. Department of Education FERPA](#) site.

Placement Testing

Scores from the following sources may be used for courses requiring minimum placement scores:

- Accuplacer
- ACT
- PSAT (*reading and writing only*)
- SAT

Scores from multiple placement tests may be used to qualify a student. For example, an eligible SAT writing score may be used along with an eligible Accuplacer reading score to qualify a student for enrollment in a dual credit course. The dual credit course listing and placement chart may be found on the Project EXCEL [Course Listing and Placement](#) webpage.

Accuplacer

The VU Accuplacer placement exam may be utilized for students who have not taken the PSAT, SAT, or ACT, or whose scores on these tests do not meet the minimum required reading, writing, and/or math placement scores. All students must use a VU student ID (A#) in order to take the VU Accuplacer exam. New students must complete the Project EXCEL Online Application, at least one week prior to testing, in order to obtain their VU student ID.

Accuplacer Scores from Another Institution

Students utilizing Accuplacer scores for placement into a VU dual credit course may submit scores from another institution with the following stipulations:

- 1) Qualifying scores refer to the minimum scores required as outlined in the Project EXCEL Course Listing and Placement Chart, not qualifying scores required by another institution for like courses.
- 2) The retest guidelines follow the same criteria as stipulated below.
- 3) For verification purposes, official report scores and documentation must be kept on file at the high school or career center for any student who wishes to utilize scores from placement test scores not administered through a VU Accuplacer test site.

Accuplacer Proctoring Requirements

Due to Accuplacer licensing requirements, a Proctor Profile must be completed for each person at the school that will be administering the Accuplacer test. The test administration responsibilities may not be delegated to another individual. It is the responsibility of the school and proctor to provide a proper testing environment that will facilitate student completion and success. The environment should be free of noise and distraction and allow the student plenty of time to complete the test(s).

The VU Accuplacer Proctor is responsible for providing students ample notice of testing dates to allow for preparation and the opportunity to access practice test sites, available on the VU Testing Center website. To become a proctor and receive instructions on administering the Accuplacer at your school, please contact the Director of VU's Testing Center, David Sanders, at 812-888-5404 or dsanders@vinu.edu.

Accuplacer Computer Lab/Equipment

Use of personal computers for Accuplacer testing, such as individual laptops issued to students, is prohibited per the Accuplacer License agreement. The Accuplacer test must be administered in a secure testing environment, such as a computer lab, using desktop or "permanent" computers (i.e. devices that are not routinely removed from the testing area). Allowing students to use personal or student issued laptops invites compromise of proctor login/passwords, possibilities of screen captures of content, unauthorized use of websites, calculators, etc. Violation of this policy could jeopardize the Accuplacer licensing and use of the program for the entire institution (VU) and all VU partner school locations. Students must test in an existing computer lab, under the direct supervision of an authorized VU Accuplacer proctor.

Accuplacer Retest Policy

In accordance with VU's Dual Credit Accuplacer Retesting Policy, students are permitted to take up to TWO retest sessions in a 12-month cycle, starting June 1 every year, prior to the start of the dual credit course(s). Test sessions may be completed at any approved site (including high school/career centers with approved VU proctors), subject to the following conditions:

- 1) Retests cannot be taken within 14 days of the last Accuplacer test date, regardless of testing site or institution administering the test.
- 2) Test-takers may retest on all or part of the Accuplacer. The three choices for retesting are the Full Test, Math only, or Verbal only. If a Math only or Verbal only test is taken, that partial test counts as a retest.
- 3) Retests must be completed and scores reported to the VU Testing Center prior to the applicable student registration deadline. No retests for placement will be given after the registration deadline.

Testing Accommodations for Students with Diverse Abilities

Dual Credit students who wish to request accommodations for Accuplacer placement testing must register with VU's Office of Diverse Abilities and Accommodations, prior to testing. Once appropriate accommodations have been identified, all approved accommodations will be communicated to VU Testing Center staff and the dual credit partner school.

If authorized by VU's Diverse Abilities and Accommodations, a student may be allowed to test with their own computer (i.e. a student that is legally blind may be allowed to use their own computer if it is equipped with special software or hardware). The test must still be administered under the supervision of a VU approved test proctor and carefully monitored to insure protection of the testing protocol and test content. Upon test completion, ALL internet browser history, cookies, etc. must be deleted by the proctor, and the device reverted to its "pre-test" configuration.

Student Assistance during Accuplacer Testing

No assistance may 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 for calculator use within the test on mathematics problems that allow such use. No other test accommodations (readers/scribes, unauthorized calculators, etc.) are permitted unless approved in advance by VU's Diverse Abilities and Accommodations office (please see Section VI.B.4).

Accuplacer Practice Sites

Students may wish to visit VU's Testing Center [website](#) for additional resources and practice test sites prior to taking the Accuplacer placement test.

World Languages - Advanced Placement

Students interested in taking a 103-level or higher world language must meet course prerequisite requirements or participate in VU's world language advanced placement departmental testing (see steps below). PSAT, ACT, SAT, and Accuplacer placement scores are not accepted for enrollment in VU world language courses.

- 1) The world language instructor, or a designated test administrator from your school, should contact Steve Gregory, VU World Languages Department Chair, to receive instructions on administering advanced placement testing for world language courses. Mr. Gregory may be reached at 812-888-5406 or sgregory@vinu.edu.
- 2) Instructors should administer the world language placement exam no later than April 15 of each year for students who are attempting to place directly into one of VU's 103-level or higher world language courses.
- 3) If a student does not pass the exam, instructors should wait at least 14 days before administering the exam again. The instructor must email Steve Gregory, World Languages Department Chair, with the names of students who need to retake the exam. Prof. Gregory will reset exams for each student who needs to retest.
- 4) If a student does not reach the minimum score the second time, the student will be allowed one more opportunity at the start of classes the following academic year. The instructor will once again contact Prof. Gregory to reset the exam.

Project EXCEL Instructors

Project EXCEL instructors must be fully vetted and approved in accordance with VU faculty credentialing requirements, the Higher Learning Commission (HLC) guidelines, and the National Alliance for Concurrent Enrollment Partnerships (NACEP). Project EXCEL instructors must be employed through the high school and/or career center.

Faculty Qualifications and Approval Process

- 1) Faculty approvals for all VU dual credit instructors are processed in accordance with the same credentialing requirements established for faculty members on the VU campus; as established by Vincennes University and developed in accordance with the qualifications and guidelines set forth by the Higher Learning Commission's requirements for faculty appointments.
 - a) **General Education/Non-Occupational Courses**
Traditional credentials for general education/non-occupational courses are a Master's Degree in the discipline or a Master's Degree plus 18 graduate hours in the discipline (not pedagogy-driven).
 - b) **Career and Technical Courses**
Credentials for CTE courses typically include a Bachelor's Degree in the subject area or an Associate's Degree in the subject area with a minimum of two years' occupational experience. Consideration for these courses will also be based on licensures, certifications, and years of professional experience.
- 2) Only approved VU dual credit instructors are authorized to deliver course content for Project EXCEL courses. VU does not allow an approved instructor to serve as the instructor of record while another individual delivers course content. For courses that are taught by more than one instructor, all instructors (including teacher assistants/aides) must be approved VU dual credit instructors within the discipline. In such cases, one instructor will be designated as the primary instructor and will be responsible for submitting student grades; however, all instructors will be considered instructors of record for each course. Vincennes University dual credit programs do not allow student teachers to deliver course content.
- 3) In order to begin the approval process, each instructor must submit the following items to the Project EXCEL office:
 - a) **Required**
 - A current, detailed resume
 - Copies of all undergraduate and graduate college transcripts – must be legible and indicate all completed coursework and degree(s) earned
 - All applicable licensures/certifications related to the discipline
 - A signed Liberal Arts OR Career & Technical Instructor Application Checklist
 - b) **Recommended (not required)**
 - Letters of recommendation and other documentation of discipline-specific expertise if professional experience is being utilized for the faculty approval process

Project EXCEL instructor applications must be approved by the following: Senior Director of Dual Credit Partnerships, VU department chair, VU college dean, and the VU Provost. ***Please note that official college transcripts will be required upon approval and must be issued directly to Vincennes University Project EXCEL from the granting institution.***

Faculty Application and Credentialing Deadlines

The high school, career center, or instructor applying for VU adjunct faculty status is responsible for submitting the applicant's credentialing materials (outlined below) to the Project EXCEL office by the following dates:

- March 1 for fall, 1st & 2nd trimester, and yearlong courses
- October 1 for spring and 3rd trimester courses

Prior to final approval to teach a VU Project EXCEL course, new instructors must:

- Submit all required HR and program paperwork
- Have all requested official transcripts sent directly to VU-Project EXCEL
- Participate in two required orientation sessions with the assigned faculty liaison and Project EXCEL staff member

Once approved, all requirements must be completed no later than:

- May 1 for fall, 1st & 2nd trimester, and yearlong courses
- December 1 for spring and 3rd trimester courses

**Based on faculty liaison availability during summer months, only select disciplines may accept late faculty approvals with a deadline of August 1 for all requirements listed above.*

Instructor Responsibilities

Project EXCEL instructors must agree and adhere to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, and the National Association for Concurrent Enrollment Partnerships (NACEP). Teaching privileges may be revoked for any Project EXCEL instructor who is found to be non-compliant with the policies, procedures, and requirements established by Vincennes University and Project EXCEL. Approved Project EXCEL instructors must adhere to the following:

Prior to Final Approval to Begin Teaching

- 1) Submission of all required human resource paperwork, program paperwork, and copies of valid certifications or licensures, if requested. This includes submission of all requested official transcripts, which must be issued and sent to the Vincennes University Project EXCEL office, directly from the granting institution.
- 2) Participation in two required orientation sessions. The first is a curriculum orientation, which must be completed with the designated faculty liaison, for each dual credit course. The second is an administrative orientation with a Project EXCEL staff member. The instructor is responsible for contacting both the faculty liaison and Project EXCEL office to schedule the orientation sessions, as outlined in the provisional approval email/letter sent by the Project EXCEL office.
- 3) Ensuring that the high school or career center has adequate facilities, equipment, and resources to support the Vincennes University Project EXCEL course.
- 4) Securing and utilizing textbooks and course materials as required and approved by the corresponding VU department faculty liaison. The instructor (or their high school representative) is responsible for ordering instructor desk copies/course materials directly from the publisher.

Course Syllabi

Syllabi must be edited and completed through the Simple Syllabus platform for each course and each term in which the course is taught. Once submitted, the assigned Faculty Liaison and Dual Credit Coordinator will review and either approve or deny the content within the syllabus. All dual credit syllabi must replicate or demonstrate equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the VU campus.

Student Registration Process and Course Requirements

- 1) Ensuring all new students complete and submit the required Online Application prior to submission of the Project EXCEL student registration form.
- 2) Reviewing and submitting fully completed, legible, and signed student registration forms prior to the applicable term deadline.
- 3) Verifying and submitting the signed class roster(s), sent to you by the Project EXCEL office, for each course/section each term in which the course is offered, prior to the applicable deadline.
- 4) Communicating student withdrawal from a course, and submitting a Student Drop Form, to the Project EXCEL office by the established deadline for the course term.
- 5) Providing students with class time, computer/internet access, and instructions to complete the SurveyDIG end of course evaluation at the end of each course term. The course evaluation results will then be used in the required Adjunct Faculty Performance Reviews and the Course Improvement Plans.
- 6) Posting final student grades in the VU system, electronically, in accordance with the established guidelines and open grading window time frames.

Site Visits, Professional Development, and Assessment

- 1) Participation in periodic classroom visits with a VU faculty liaison, including a required visit during the first year in which the instructor teaches a Project EXCEL course. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.
- 2) Participation in an annual professional development session related to the course, discipline, and/or other educational topics deemed appropriate for the teaching of Project EXCEL courses. The curriculum portion of the session will be conducted and/or coordinated by the VU faculty liaison. Instructor participation is a requirement of NACEP, Project EXCEL's accrediting body.
- 3) Submission of student work, exams, assessment assignments, and/or grades as requested by the faculty liaison, the Project EXCEL office, and/or the Dual Credit Quality Assurance Coordinator.

Administrative

- 1) Retrieving all electronic correspondence sent by the Project EXCEL office from the email address provided during the faculty approval process. The faculty member is also responsible for working with the school's information technology personnel to ensure that there are no firewall issues restricting the delivery of email correspondence from the Project EXCEL office.
- 2) Project EXCEL instructors must abide by all guidelines as set forth in the Vincennes University Confidentiality/Non-Disclosure Agreement and in accordance with the college FERPA guidelines. Project EXCEL instructors may provide confidential student information to the school or to a student's parent provided that they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.

Absence from the Classroom

If an instructor is unable to teach the Project EXCEL course, and is likely to be absent for 10 or more consecutive days, the instructor or another school representative must notify the Project EXCEL office immediately. Project EXCEL will consult with the school administrator regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit will remain available to enrolled students. A long-term substitute teacher, with background and experience in the discipline, may apply for an emergency approval for the remainder of the term in which the course is being taught. If approved, the Project EXCEL staff and designated faculty liaison will work with the substitute teacher to ensure that VU curriculum continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.

Faculty Evaluation Process

In accordance with HLC accreditation criteria, Vincennes University adheres to a two-part adjunct faculty evaluation process, regardless of course location or modality.

HLC 3.C.4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.

1) Adjunct Faculty Performance Review

An annual Adjunct Faculty Performance Review (PR) is completed for all active VU adjunct faculty. Project EXCEL administration will complete and send a PR to each Project EXCEL instructor. Instructors will be required to review, sign and return the PR to the Project EXCEL office by the established deadline.

2) Course Improvement Plan

New Instructors - A Course Improvement Plan (CIP), based upon the SurveyDIG end of course evaluation student responses from the PRIOR academic year (the first academic term or year the instructor offered a VU course) must be completed by all new VU instructors.

Returning Instructors - A CIP is required for returning instructors whose SurveyDIG data has met the established low score threshold. The current policy states that a returning instructor is required to submit a CIP if they receive three or more low "L" rankings within the nine course survey categories in any given course.

The timeline for the Performance Reviews and Course Improvement Plans will be communicated each year by the Project EXCEL office.

Travel and Hotel Accommodations

When mileage reimbursement is not covered by the high school or career center, approved Project EXCEL instructors are entitled to mileage reimbursement at .49 per mile when traveling to campus for a required Project EXCEL orientation or professional development session. Project EXCEL will not cover reimbursement for travel to campus for purposes other than these activities. Project EXCEL may cover hotel accommodations, not covered by the high school or career center, under the following circumstances (consideration outside of these parameters will be given on a case-by-case basis):

- Instructors must travel three (3) or more hours AND must leave home before 7:00 a.m. in order to arrive on campus by the event's scheduled start time; OR
- Instructors must travel two (2) or more hours AND must leave home at or before 7:00 a.m. for a session that starts at or before 9:00 a.m.
- Instructors needing hotel accommodations must request these from the Project EXCEL office at least two weeks PRIOR to the scheduled event. A Project EXCEL staff member will make the reservation and send hotel confirmation information to the instructor. Instructors must have prior approval to make their own hotel reservation if they wish to be reimbursed.

Administrative Stipend

Approved Project EXCEL instructors are eligible to receive an administrative stipend of \$10.00 per unduplicated student who completes a Project EXCEL dual credit course. A bonus stipend will be paid to instructors, beyond the \$10 per student rate, who have 100 or more unduplicated students at the following levels: \$200 bonus for 100-125 unduplicated students, \$350 bonus for 126-149 unduplicated students, and a \$500 bonus for 150 or more unduplicated students.

Eligibility is contingent upon adherence to all Project EXCEL Policies and Procedures and requirements. This administrative stipend is available ONLY to fully approved instructors teaching face-to-face dual credit courses

through Project EXCEL. The administrative stipend is not available to other VU dual credit instructors.

In accordance with this stipend, instructors are responsible for ensuring all student registrations are completed accurately and thoroughly, and for submitting all required paperwork by the designated due dates. Submission of student registration forms past the registration deadline is subject to a 50 percent reduction in the stipend amount.

Although the stipend is not awarded for completion of the following tasks, release of the stipend payment is dependent upon submission of updated and approved course syllabi, verified and signed class rosters, each term in which the course is taught, AND electronic submission and verification of ALL final grades into VU's Banner system during the designated grading window. Stipends will not be released without submission of the VU course syllabi, signed class rosters, annual adjunct faculty performance reviews, course improvement plans, as requested, and final grades, for each course and student, by the designated due dates.

Dual Credit Faculty Liaisons

In accordance with program policies and NACEP guidelines, all VU dual credit courses must have a VU faculty liaison to provide curriculum oversight and support to dual credit instructors.

- 1) Faculty liaisons may be full time, adjunct, or retired VU faculty members, as appointed by the college dean or department chairperson, and will follow all policies and procedures outlined in the [Dual Credit Faculty Liaison Handbook](#).
- 2) Faculty liaisons will provide dual credit instructors a curriculum orientation to new instructors including, but not limited to, course objectives, grading standards, learning outcomes, classroom activities, assessment, evaluation, teaching methodologies, and other topics related to maintaining the academic integrity of the Vincennes University dual credit course. The final decision as to whether the academic content of the dual credit course meets University standards is the responsibility of the faculty liaison.
- 3) Faculty liaisons will be available to respond to questions from dual credit instructors and will provide recommendations for solutions to issues as needed.
- 4) Faculty liaisons will plan and conduct an orientation session for each first-time assigned dual credit instructor for the purpose of providing information relative to institutional philosophy, course objectives, and content.
- 5) Faculty liaisons determine whether the same textbook and course materials used on campus must be used in the dual credit course. At the discretion of the department, another college level textbook may be approved. Determination and approval varies by course and department.
- 6) Faculty liaisons will conduct an annual professional development session for assigned dual credit instructors for the purpose of providing information regarding curriculum/textbook changes, new or innovative technologies being utilized in the corresponding on-campus course, and other policies and procedures that may affect the delivery of the dual credit course.
- 7) Faculty liaisons will conduct site/class visits, including a required visit during the first year in which the VU dual credit course is taught. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.

Additional Resources

For additional Project EXCEL resources, contact the Project EXCEL office at ProjectEXCEL@vinu.edu, or visit the Project EXCEL website by clicking [here](#).

Project EXCEL Instructor Deadlines

DUE AUGUST 1

- ☐ **SYLLABI DEADLINE**
Fall Semester, 1st & 2nd Trimester, and Yearlong course syllabi are due via Simple Syllabus

DUE AUGUST 15

- ☐ **PROJECT EXCEL ONLINE APPLICATION**
Only new dual credit students must successfully complete and submit the online application.

DUE SEPTEMBER 1

- ☐ **FALL REGISTRATION DEADLINE**
All Fall Semester, 1st & 2nd Trimester, and Yearlong student registration forms are due in the Project EXCEL (PE) office.

DUE NOVEMBER 1

- ☐ **COURSE INFORMATION FORMS (CIF)**
Spring & 3rd Trimester CIFs are due in the PE office.
- ☐ **STUDENT DROP DEADLINE**
Last day for students to drop Fall Semester courses.

PROFESSIONAL DEVELOPMENT

Professional Development will take place during the month of November. Please watch email for additional information each year.

DUE NOVEMBER 8

*Approx. Date **

- ☐ **SIGNED CLASS ROSTERS**
Verified and signed Fall Semester & 1st Trimester class rosters need to be emailed to PE office.
**Please watch your email for specific due dates*

DUE DECEMBER 1

- ☐ **SYLLABI DEADLINE**
Spring & 3rd Trimester course syllabi are due via Simple Syllabus

DUE JANUARY 15

- ☐ **PROJECT EXCEL ONLINE APPLICATION ****
Only new dual credit students must successfully complete and submit the online application.
***This step is not required if the student completed the application in the Fall of the current academic year*

DUE FEBRUARY 1

- ☐ **SPRING REGISTRATION DEADLINE**
All Spring Semester & 3rd Trimester student registration forms are due in the PE office.
- ☐ **STUDENT DROP DEADLINE**
Last day for students to drop Yearlong courses.

DUE APRIL 1

- ☐ **STUDENT DROP DEADLINE**
Last day for students to drop Spring Semester courses.

DUE APRIL 8

*Approx. Date **

- ☐ **SIGNED CLASS ROSTERS**
Verified and signed Spring Semester & 3rd Trimester class rosters need to be emailed to PE office.
**Please watch your email for specific due dates*

DUE APRIL 30

*Approx. Date **

- ☐ **SIGNED PERFORMANCE REVIEW (PR) & COURSE IMPROVEMENT PLAN (CIP)**
Signed PR and CIP (if required) are due back in the PE office.
**Please watch your email for specific due dates*

DUE MAY 31

- ☐ **COURSE INFORMATION FORMS (CIF)**
Fall Semester, 1st & 2nd Trimester, and Yearlong CIFs are due in the PE office.

RESOURCES

PROJECT EXCEL ONLINE APPLICATION
<https://connect.vinu.edu/register/vp>

STUDENT DROP FORMS
<https://www.vinu.edu/web/project-excel/instructors-and-counselors>



Professional Development

All dual credit instructors, in accordance with the Higher Learning Commission (HLC) and the National Alliance for Concurrent Enrollment Partnerships (NACEP) accreditation guidelines, must participate in VU annual, discipline-specific professional development (PD).

Dual Credit PD sessions are held in one of two formats, in-person on VU's main campus, or virtual through Trivutor learning management system. Currently, PD sessions will be held in-person at least every third year. In-person PD sessions are conducted during the Dual Credit Professional Development Week, held the week before Thanksgiving.

Example of in-person Professional Development schedule

<u>Tuesday, Nov. 19</u>	<u>Wednesday, Nov. 20</u>	<u>Thursday, Nov. 21</u>	<u>Friday, Nov. 22</u>
ACCT/BINT/ENTR/FINC/MGMT BCST/MCOM BIOL/GEOS/PHYS ENGL/HUMN/LITR PHIL SSKL	ARTT CIMT COMP/CNET CULN/REST HIMT/HLTH/HSGN/PFWL LAW MUSI	ARCH/DRAF AUTO/BODY CMET/CPNS/ELEC DESN ECON/HIST/POLS PMTD PSYC/SOCL	AGBS/HORT COMM/THEA COSM CNST DESL MATH SPAN/FREN/GRMN

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

Important!! Please read the notes, below, in order to utilize the Course Listing and Placement Chart information that begins on page two.

All applicable placement scores and course notes/prerequisites/guidelines are listed to the right of the course. Corequisites are listed underneath the course.

MATH – ACT and SAT math scores may be used for select courses. Students must meet course prerequisites and/or have qualifying Accuplacer scores for MATH 104 and 118.

- ✓ Courses identified with purple italicized text will allow sophomore, junior, and senior enrollment. Additional course requirements may still apply.
- ✓ Courses identified with green italicized text will allow freshmen, sophomore, junior, and senior enrollment. Additional course requirements may still apply.
- ✓ Courses highlighted in yellow are currently included in the Indiana Core Transfer Library (CTL).
- ✓ Courses currently approved under the VU CTE tuition fee waiver = no student tuition fees. All other courses are \$25* per credit hour.
- ✓ la - Indicates the course is currently approved on the Indiana Dual Credit Liberal Arts Priority Course List.
- ✓ cte - Indicates the course is currently approved on the Indiana CTE/Career Pathway Priority Course List.
- ✓ cte+ - Indicates although approved on the CTE/Career Pathway Priority Course List, may have higher faculty credentialing requirements.
- ✓ NLPS - Indicates course is approved under Next Level Programs of Study (NLPS).
- ✓ NLPS+ - Indicates although approved on the NLPS Course List, may have higher faculty credentialing requirements.
- ✓ ∞ - Indicates the course is NOT currently approved on either (CTE or Liberal Arts) Indiana Priority Dual Credit Course List.

* Tuition fees are waived for students who are eligible for the National Free and Reduced Lunch program.

LEGEND

READING

ACT (R) = ACT Reading Score
PSAT *2015 and after* (R) = PSAT Individual Two-Digit Reading Score
SAT *Mar 2016 and after* (CR) = SAT Individual Two-Digit Reading Test Score
SAT *Mar 2016 and after* (EBRW) = SAT Combined Evidence Based Reading & Writing Score
ACCU (NG-R) = Next Generation Accuplacer Reading Score* (see note below)

ENGLISH/WRITING

ACT (E) = ACT English Score
PSAT *2015 and after* (WL) = PSAT Individual Writing & Language Score
SAT *Mar 2016 and after* (WL) = SAT Individual Two-Digit Writing and Language Test Score
SAT *Mar 2016 and after* (EBRW) = SAT Combined Evidence Based Reading & Writing Score
ACCU (NG-W) = Next Generation Accuplacer Writing Score* (see note below)

MATH

ACT (M) = ACT Math Score
SAT *2016 and after* (Section Score) = SAT Math 3-digit Section Score
ACCU (QAS) = Next Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics* (see note below)
ACCU (AAF) = Next Generation Accuplacer Advanced Algebra and Functions* (see note below)
ACCU (EA) = Classic/Standard Accuplacer Elementary Algebra Score* (see note below)

*If the student has an Accuplacer score from a postsecondary institution, other than VU, a copy of the student's full testing report should be attached to the Project EXCEL registration form, for verification purposes.

- ➔ Credit hours listed - the number of credit hours students will earn on their official VU transcript, for each course.
- ➔ Weekly Class Hours - the number of lecture and/or lab hours the course runs on the VU campus, EACH week, based on a 16 week semester.
- ➔ Total Class Hours - the minimum number of contact hours (lecture and/or lab) the student must spend in the classroom, during the term in which the course is taught, in order for the student to earn VU dual credit through Project EXCEL.

Students may utilize qualifying scores from more than one test administration. For example, a student may use a qualifying SAT reading score and a qualifying Accuplacer Writing score for placement into ENGL 101.

World Language Placement:

Students interested in taking FREN 103/201 or SPAN 103/201 classes must meet course prerequisite requirements or participate in advanced placement departmental testing. The instructor should contact Steven Gregory, VU World Languages and Cultures Department Chairperson, to receive instructions on administering advanced placement testing for world language courses. Professor Gregory may be reached at 812-888-5406 or sgregory@vinu.edu.

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

			VU CTE FEE Waiver Applied = FREE Tuition	IDOE COURSE CODE(S)	IDOE/NLPS COURSE CODE(S)	Weekly Class Hours	Total Class Hours	CLEA Required	Course Prerequisites, Requirements, & Guidelines	READING (Student must have ONE of the following)					ENGLISH, WRITING, SENTENCE SKILLS (Student must have ONE of the following)					MATH (Student must have ONE of the following)			
VU COURSE NUMBER	VU COURSE TITLE	Cour se Credi t Hour s	All other courses are \$25 per credit hour	Current CTE or LA Priority Dual Credit Crosswalk	Next Level Programs of Study (NLPS) ONLY	Based on VU 16 week course	Required contact hours, per term in which course is taught	Classroom, lab, equipment approval is required PRIOR to offering course	Students must adhere to the course prerequisites and/or guidelines for each course	ACT	PSAT	SAT	SAT	ACCU	ACT	PSAT	SAT	SAT	ACCU	ACT	SAT	ACCU	ACCU
						Lecture/ Lab				R	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	E	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	M	Mar 2016 and after	VU - Next Gen	VU - Next Gen
											two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-R		two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-W		Math Section Score	QAS	AAF
ACCT 100 cte+, NLPS+	Basic College Accounting	3	FREE	4524	4524	3	48																
ACCT 143 NLPS+	Introduction to Payroll	1	FREE	X	4522	1	16		ACCT 100 with a grade of C or better														
ACCT 291 NLPS+	Accounting with QuickBooks	3	FREE	X	4522; 7254	3	48																
AGBS 101 cte+, NLPS+	Introduction to Agribusiness Management	3	FREE	5002	7117	3	48																
AGBS 110 NLPS+	Integrated Pest Management	3	FREE	X	7113	3	48																
AGBS 130 NLPS+	Agribusiness Leadership & Development	3	FREE	X	7238	3	48																
ARCH 102 cte, NLPS	Arch. Draft. & Print Reading See total class hours	3	FREE	5580; 5640	7295	2/4	96	Yes															
ARCH 141 cte, NLPS	Introduction to Architectural CAD	3	FREE	5640	7295	2/3	80	Yes															
ARCH 221 cte, NLPS	Adv. Architectural Software See total class hours	3	FREE	5652	7389	2/4	96	Yes															
ARTT 111 NLPS+	Visual Design See total class hours	3	FREE	X	7140	6	96	Yes															
AUTO 105 cte, NLPS	Transportation Fundamentals	2	FREE	5510	7215; 7213	2	32	Yes															
AUTO 110 cte, NLPS	Transportation Electrical (Corequisite AUTO 110L)	3	FREE	5510; 5546	7213	3	Total lecture & lab = 96	Yes															
AUTO 110L cte, NLPS	Transportation Electrical Lab (Corequisite AUTO 110) See total class hours	1	FREE	5510; 5546	7213	3		Yes															
AUTO 120 NLPS	Automotive Chassis Systems (Corequisite AUTO 120L)	5	FREE	X	7205; 7212	5	Total lecture & lab = 224	Yes															
AUTO 120L NLPS	Automotive Chassis Systems Lab (Corequisite AUTO 120) See total class hours	1	FREE	X	7205; 7212	9		Yes															
BCST 102 cte+, NLPS+	Intro to Audio-Video Production	3	FREE	5986	7139	2/2	64	Yes															
BCST 120 cte+, NLPS+	Audio Production	3	FREE	5986	7306	2/2	64	Yes	BCST 102 with a grade of C or better														
BCST 140 cte+, NLPS+	Video Production I - Studio Production	3	FREE	5992	7306	2/2	64	Yes	BCST 102 with a grade of C or better														
BCST 206 cte+, NLPS+	Video Production II - Field Production	3	FREE	5992	7308	2/2	64	Yes	BCST 102 with a grade of C or better														
BIOL 100 la	Biology: Connections and Impacts (Corequisite BIOL 100L)	3	\$25 per credit hour	3090	7255; 5276	3	Total lecture& lab = 80	Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
BIOL 100L la	Biology: Connections and Impacts Lab (Corequisite BIOL 100)	1	\$25 per credit hour	3090	7255; 5276	2		Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
BIOL 101 la	Plant and Animal Biology (Corequisite BIOL 101L)	3	\$25 per credit hour	3026	7255; 5276	3	Total lecture& lab = 80	Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
BIOL 101L la	Plant and Animal Biology Lab (Corequisite BIOL 101)	1	\$25 per credit hour	3026	7255; 5276	2		Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
BIOL 111 cte+, NLPS+	Anatomy & Physiology I (Corequisite BIOL 111L) See total class hours	3	\$25 per credit hour	X	7255; 5276	3	Total lecture & lab = 96	Yes		21	23	23	510	250	18	25	25	510	250	22	560	230	
BIOL 111L cte+, NLPS+	Anatomy & Physiology I Lab (Corequisite BIOL 111)	1	\$25 per credit hour	X	7255; 5276	3		Yes		21	23	23	510	250	18	25	25	510	250	22	560	230	
BIOL 112 cte+, NLPS+	Anatomy & Physiology II (Corequisite BIOL 112L) See total class hours	3	\$25 per credit hour	X	7255; 5276	3	Total lecture & lab = 96	Yes	BIOL 111 with a grade of C or better														
BIOL 112L cte+, NLPS+	Anatomy & Physiology II Lab (Corequisite BIOL 112)	1	\$25 per credit hour	X	7255; 5276	3		Yes	BIOL 111L with a grade of C or better														

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

			VU CTE FEE Waiver Applied = FREE Tuition	IDOE COURSE CODE(S)	IDOE/NLPS COURSE CODE(S)	Weekly Class Hours	Total Class Hours	CLEA Required	Course Prerequisites, Requirements, & Guidelines	READING (Student must have ONE of the following)					ENGLISH, WRITING, SENTENCE SKILLS (Student must have ONE of the following)					MATH (Student must have ONE of the following)			
VU COURSE NUMBER	VU COURSE TITLE	Cour se Credi t Hour s	All other courses are \$25 per credit hour	Current CTE or LA Priority Dual Credit Crosswalk	Next Level Programs of Study (NLPS) ONLY	Based on VU 16 week course	Required contact hours, per term in which course is taught	Classroom, lab, equipment approval is required PRIOR to offering course	Students must adhere to the course prerequisites and/or guidelines for each course	ACT	PSAT	SAT	SAT	ACCU	ACT	PSAT	SAT	SAT	ACCU	ACT	SAT	ACCU	ACCU
						Lecture/ Lab				R	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	E	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	M	Math Section Score	QAS	AAF
BODY 100 cte, NLPS	Non-Structural Analysis & Damage Repair (Corequisite BODY 100L) See total class hours	3	FREE	5514	7204 and 7206	3	Total lecture & lab = 240	Yes															
BODY 100L cte, NLPS	Non-Structural Analysis & Damage Lab (Corequisite BODY 100)	4	FREE	5514	7204 and 7206	12		Yes															
BODY 150 cte, NLPS	Painting & Refinishing (Corequisite BODY 150L) See total class hours	3	FREE	5544	7380	3	Total lecture & lab = 240	Yes															
BODY 150L cte, NLPS	Painting & Refinishing Lab (Corequisite BODY 150)	4	FREE	5544	7380	12		Yes															
CHEM 100 la	Elementary Chemistry NEW (Corequisite CHEM 100L)	3	\$25 per credit hour	3066		3	Total lecture & lab = 96	Yes		17	21	21	510	231	15	22	22	510	231			245	240
CHEM 100L la	Elementary Chemistry Lab NEW (Corequisite CHEM 100)	1	\$25 per credit hour	3066		3		Yes		17	21	21	510	231	15	22	22	510	231			245	240
CIMT 100 cte, NLPS	Electronics for Automation (Corequisite CIMT 100L) See total class hours	3	FREE	5608	7103	3	Total lecture & lab = 192	Yes															
CIMT 100L cte, NLPS	Electronics Automation Lab (Corequisite CIMT 100)	3	FREE	5608	7103	9		Yes															
CIMT 125 cte, NLPS	Introduction to Robotics and Automation (Corequisite CIMT 125L) See total class hours	2	FREE	5606	7224	2	Total lecture & lab = 128	Yes		17	21	21	510	231	15	22	22	510	231				
CIMT 125L cte, NLPS	Introduction to Robotics/Automation Lab (Corequisite CIMT 125)	1	FREE	5606	7224	6		Yes		17	21	21	510	231	15	22	22	510	231				
CIMT 150 NLPS	Electronic & Electrical Applications for Manufacturing (Corequisite CIMT 150L) SEE COURSE NOTE & CLASS HOURS	2	FREE	X	7224; 7261	2	Total lecture & lab = 128	Yes	CIMT 100L with a grade of C or better														
CIMT 150L NLPS	Electronic & Electrical Applications for Manufacturing Lab (Corequisite CIMT 150) SEE COURSE NOTE	1	FREE	X	7224; 7261	6		Yes	CIMT 100L with a grade of C or better														
CMET 140 cte, NLPS	Comp TIA A+	3	FREE	5230	7180	3	48	Yes															
CMET 185 cte, NLPS	Comp TIA A+ Certification Prep See course note if also taking CMET 195	2	FREE	5230	7180	2	32*	Yes	CMET 140 with a grade of C or better. *If also offering CMET 195, total class hours = 48														
CMET 195 cte, NLPS	CompTIA A+ Certification (Corequisite - CMET 185) SEE COURSE NOTE	1	FREE*	5230	7180	1	16	Yes	CMET 140 with a grade of C or better and concurrent enrollment in CMET 185.*School or student responsible for exam fee.														
CMET 220 cte, NLPS	CompTIA Network+ Certification SEE COURSE NOTE	1	FREE*	5234	7251	1	16	Yes	*School or student responsible for exam fee.														
CNET 151 cte, NLPS	Information and Data Security I NEW	3	FREE	X	7254;7178;7253	3	48	Yes															
CNET 155 cte, NLPS	Basic Cyber Crime and Computer Forensics NEW	3	FREE	X	7243	3	48	Yes															
CNST 100 cte, NLPS	Construction Seminar	1	FREE	5578; 5580	7130; 7389	1	16																
CNST 105 cte, NLPS	Framing (Corequisite CNST 105L) See total class hours	2	FREE	5578	7123; 7297	2	Total lecture & lab = 96	Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
CNST 105L cte, NLPS	Framing Lab (Corequisite CNST 105)	2	FREE	5578	7123; 7297	4		Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
CNST 120 cte, NLPS	Construction Safety	3	FREE	5580	7130	3	48			17	21	21	510	231	15	22	22	510	231				
CNST 160 cte, NLPS	Finish Carpentry (Corequisite CNST 160L) See total class hours	2	FREE	5578	7122	2	Total lecture & lab = 96	Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
CNST 160L cte, NLPS	Finish Carpentry Lab (Corequisite CNST 160)	2	FREE	5578	7122	4		Yes		17	21	21	510	231	15	22	22	510	231	22	560	245	
COMM 143 la	Speech	3	\$25 per credit hour	1078		3	48			17	21	21	510	231	15	22	22	510	231				

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

			VU CTE FEE Waiver Applied = FREE Tuition	IDOE COURSE CODE(S)	IDOE/NLPS COURSE CODE(S)	Weekly Class Hours	Total Class Hours	CLEA Required	Course Prerequisites, Requirements, & Guidelines	READING (Student must have ONE of the following)					ENGLISH, WRITING, SENTENCE SKILLS (Student must have ONE of the following)					MATH (Student must have ONE of the following)			
VU COURSE NUMBER	VU COURSE TITLE	Cour se Credi t Hour s	All other courses are \$25 per credit hour	Current CTE or LA Priority Dual Credit Crosswalk	Next Level Programs of Study (NLPS) ONLY	Based on VU 16 week course	Required contact hours, per term in which course is taught	Classroom, lab, equipment approval is required PRIOR to offering course	Students must adhere to the course prerequisites and/or guidelines for each course	ACT	PSAT	SAT	SAT	ACCU	ACT	PSAT	SAT	SAT	ACCU	ACT	SAT	ACCU	ACCU
						Lecture/ Lab				R	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	E	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	M	Mar 2016 and after	VU - Next Gen	VU - Next Gen
											two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-R		two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-W		Math Section Score	QAS	AAF
COMP 107 cte+, NLPS+	Web Page Design	3	\$25 per credit hour	4574	7185; 7254	3	48	Yes															
COMP 110 cte, NLPS	Introduction to Computer Concepts	3	FREE	4528	4562	3	48																
COMP 177 cte+, NLPS+	Intro to Programming Logic, Design & Dev.	3	\$25 per credit hour	4801	7183	3	48	Yes															
COMP 185 cte+, NLPS+	Introduction to Databases	3	\$25 per credit hour	5236; 5250	7146; 7185	3	48	Yes															
COMP 257 cte+, NLPS+	Advanced Web Page Design	3	\$25 per credit hour	4574	7253	3	48	Yes	COMP 107 and COMP 185 with a grade of C or better in each course														
COSM 100 cte, NLPS	Cosmetology I	7	FREE	5802	7331	3/26	464																
COSM 150 cte, NLPS	Cosmetology II	7	FREE	5802	7332; 7333	3/26	464		COSM 100 with a grade of C or better														
COSM 200 cte, NLPS	Cosmetology III	7	FREE	5806	7334	3/26	464		COSM 150 with a grade of C or better														
COSM 250 cte, NLPS	Cosmetology IV	7	FREE	5806	7334	5/26	496		COSM 200 with grade of C or better														
CPNS 101 cte, NLPS	LAN Basics and OSI Model See total class hours	3	FREE	4588	7251	1/6	112	Yes															
CPNS 102 cte, NLPS	WAN Basics and Routers See total class hours	3	FREE	4588	7251	1/6	112	Yes	CPNS 101 with a grade of C or better OR concurrent enrollment in CPNS101														
CULN 110 cte, NLPS	Quantity Food Production See total class hours	5	FREE	5440	7173	7	112	Yes	Related REST courses available														
DESL 110 cte, NLPS	Diesel Electrical (Corequisite DESL 110L) See total class hours	3	FREE	5624	7216	3	Total lecture & lab = 96	Yes															
DESL 110L cte, NLPS	Diesel Electrical Lab (Corequisite DESL 110)	1	FREE	5624	7216	3		Yes															
DESL 130 cte, NLPS	Diesel Engine Systems (Corequisite DESL 130L) See total class hours	3	FREE	5620	7221	3		Yes															
DESL 130L cte, NLPS	Diesel Engine Systems Lab (Corequisite DESL 130)	3	FREE	5620	7221	9	Total lecture & lab = 192	Yes															
DESN 120 cte, NLPS	Computer Illustration See total class hours	3	FREE	5550	7141	6		Yes															
DESN 140 cte, NLPS	Computer Imaging See total class hours	3	FREE	5550	7141	6		Yes															
DESN 155 cte, NLPS	Computer Page Layout See total class hours	3	FREE	5550	5550	6	96	Yes															
DRAF 120 cte, NLPS	Computers for Technology	2	FREE	4838	4802	2/2	64	Yes															
DRAF 140 cte, NLPS	Introduction to CAD	3	FREE	4836	7108; 4802	2/2	64	Yes															
ECON 201 la	Microeconomics	3	\$25 per credit hour	1574		3	48			17	21	21	510	231	15	22	22	510	231				
ECON 202 la	Macroeconomics	3	\$25 per credit hour	1574		3	48			17	21	21	510	231	15	22	22	510	231				
ELEC 105 cte, NLPS	Electronic Circuit Analysis I See total class hours	3	FREE	5684	7251	2/4	96	Yes															
ELEC 115 cte	Electronic Circuit Analysis II See total class hours	3	FREE	5684	Pending	2/4	96	Yes															
ELEC 130 cte, NLPS	Digital Logic I See total class hours	3	FREE	5694	7251	3/3	96	Yes															
EMTB 212 NLPS+	Emergency Medical Technician See total class hours	6	FREE	X	7229	5/7	112	Yes															
ENGL 101 la	English Composition I	3	\$25 per credit hour	1006 or 1008		3	48			21	23	23	510	250	18	25	25	510	250				
ENGL 102 la	English Composition II	3	\$25 per credit hour	1098 or 1008		3	48		ENGL 101 with a grade of C or better														
ENTR 221 cte+, NLPS+	Creating A Small Business	3	FREE	5966	7147	3	48																
FIRE 105 NLPS+	Introduction to the Fire Service See total class hours	6	FREE	X	7189	4/2	96	Yes															
FIRE 106 NLPS+	Firefighting Basics See total class hours	6	FREE	X	7186	4/2	96	Yes	FIRE 105 with a grade of C or better														
FREN 101 la	French Level I	4	\$25 per credit hour	2024		4	64		Sophomores, with two years of high school French, may enroll in FREN 101														
FREN 103 la	French Level II	4	\$25 per credit hour	2024		4	64		FREN 101 with a grade of C or better OR PTF1 score of 21+														
FREN 201 la	French Level III	4	\$25 per credit hour	2026		4	64		FREN 103 with a grade of C OR better OR PTF1 score of 33+														
FREN 203 la	French Level IV	4	\$25 per credit hour	2026		4	64		FREN 201 with a grade of C or better														

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

			VU CTE FEE Waiver Applied = FREE Tuition	IDOE COURSE CODE(S)	IDOE/NLPS COURSE CODE(S)	Weekly Class Hours	Total Class Hours	CLEA Required	Course Prerequisites, Requirements, & Guidelines	READING (Student must have ONE of the following)					ENGLISH, WRITING, SENTENCE SKILLS (Student must have ONE of the following)					MATH (Student must have ONE of the following)			
VU COURSE NUMBER	VU COURSE TITLE	Cour se Credi t Hour s	All other courses are \$25 per credit hour	Current CTE or LA Priority Dual Credit Crosswalk	Next Level Programs of Study (NLPS) ONLY	Based on VU 16 week course	Required contact hours, per term in which course is taught	Classroom, lab, equipment approval is required PRIOR to offering course	Students must adhere to the course prerequisites and/or guidelines for each course	ACT	PSAT	SAT	SAT	ACCU	ACT	PSAT	SAT	SAT	ACCU	ACT	SAT	ACCU	ACCU
						Lecture/ Lab				R	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	E	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	M	Mar 2016 and after	VU - Next Gen	VU - Next Gen
											two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-R		two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-W		Math Section Score	QAS	AAF
HIMT 110 cte+, NLPS+	Medical Terminology for Allied Health	3	FREE	5274	5274	3	48			17	21	21	510	231	15	22	22	510	231				
HIST 139 la	American History I	3	\$25 per credit hour	1542		3	48			17	21	21	510	231	15	22	22	510	231				
HIST 140 la	American History II	3	\$25 per credit hour	1542		3	48			17	21	21	510	231	15	22	22	510	231				
HORT 105 cte+, NLPS+	Introduction to Landscape Horticulture	3	FREE	5132	5132	3	48																
HORT 165 NLPS+	Greenhouse Management & Hydroponics	3	FREE	X	7114	2/3	80																
HORT 205 cte+, NLPS+	Landscaping I	3	FREE	5136	7115	2/3	80																
HORT 215 NLPS+	Urban Food Production	3	FREE	X	7232	3	48																
HORT 255 cte+, NLPS+	Landscaping II	3	FREE	5137	7234	2/3	80		HORT 205 with a grade of C or better AND minimum placement scores	21	23	23	510	250	18	25	25	510	250				
HSGN 102 cte+, NLPS+	Introduction to Health Careers	3	FREE	5282	7168	3	48																
HSGN 106 NLPS+	Dementia Care	2	FREE	X	7166	2	32																
HSGN 200 NLPS+	Nurse Assistant Preparatory Course See total class hours	5	FREE	X	7166	2/9	176	Yes	IN State Dept. of Health approval & training required before instructor approval														
LAW 100 cte, NLPS	Survey of Criminal Justice	3	FREE	5822	7193	3	48																
LAW 101 cte, NLPS	Basic Police Operations	3	FREE	5824	7191	3	48																
LAW 145 cte, NLPS	Ethics & Professionalism in Criminal Justice	3	FREE	5822	7188	3	48																
LAW 150 cte, NLPS	Criminal Minds and Deviant Behavior	3	FREE	5824	7191	3	48																
LITR 100 la	Introduction to Literature	3	\$25 per credit hour	1124		3	48			21	23	23	510	250	18	25	25	510	250				
MATH 102 la	College Algebra	3	\$25 per credit hour	2564		3	48													22	560	255	
MATH 103 la	Quantitative Reasoning	3	\$25 per credit hour	2550		3	48													22	560	255	
MATH 104 la	Trigonometry	3	\$25 per credit hour	2566		3	48		MATH 102 with a grade of C or better OR qualifying placement scores													270 QAS and 250 AAF	
MATH 111 la	Finite Mathematics	3	\$25 per credit hour	2530		3	48													22	560	255	
MATH 118 la	Calculus with Analytic Geometry I	5	\$25 per credit hour	2527		5	80		MATH 102 and 104 with a grade of C or better in each course OR qualifying placement scores													270 QAS and 250 AAF	
MGMT 100 cte+, NLPS+	Introduction to Business	3	FREE	4562	4562	3	48		Freshmen are able to register														
MGMT 250 NLPS+	Introduction to Management NEW	3	FREE	X	7143	3	48																
MGMT 280 cte+, NLPS+	Introduction to Marketing	3	FREE	5918	5914	3	48																
PMTD 105 cte, NLPS	Understanding Industrial Blueprints	2	FREE	5782	7109	2	32		Prior approval required to offer all PMTD courses, concurrently, to juniors under NLPS.														
PMTD 110 cte, NLPS	Manufacturing Processes (Corequisite PMTD 110L) See total class hours	2	FREE	5782; 5606	7108; 7109	2	Total lecture & lab = 96	Yes	Prior approval required to offer all PMTD courses, concurrently, to juniors under NLPS.														
PMTD 110L cte, NLPS	Manufacturing Processes Lab (Corequisite PMTD 110) See total class hours	1	FREE	5782; 5606	7108; 7109	4		Yes	Prior approval required to offer all PMTD courses, concurrently, to juniors under NLPS.														
PMTD 120 cte, NLPS	General Machines See total class hours and course notes	6	FREE	5784	7105 and 7107	2/18	320	Yes	PMTD 110L with a grade of C or better. Seniors ONLY may enroll in PMTD 110L and PMTD 120 when both courses are run concurrently, year long, and have sufficient class hours. Prior approval required to offer all PMTD courses, concurrently, to juniors under NLPS.														
POLS 111 la	American National Government	3	\$25 per credit hour	1540		3	48																
PSYC 142 la	General Psychology	3	\$25 per credit hour	1532		3	48			17	21	21	510	231	15	22	22	510	231				

Project EXCEL Course Listing and Placement Chart for 2023-2024

Revised 6.26.23

			VU CTE FEE Waiver Applied = FREE Tuition	IDOE COURSE CODE(S)	IDOE/NLPS COURSE CODE(S)	Weekly Class Hours	Total Class Hours	CLEA Required	Course Prerequisites, Requirements, & Guidelines	READING (Student must have ONE of the following)					ENGLISH, WRITING, SENTENCE SKILLS (Student must have ONE of the following)					MATH (Student must have ONE of the following)			
VU COURSE NUMBER	VU COURSE TITLE	Cour se Credi t Hour s	All other courses are \$25 per credit hour	Current CTE or LA Priority Dual Credit Crosswalk	Next Level Programs of Study (NLPS) ONLY	Based on VU 16 week course	Required contact hours, per term in which course is taught	Classroom, lab, equipment approval is required PRIOR to offering course	Students must adhere to the course prerequisites and/or guidelines for each course	ACT	PSAT	SAT	SAT	ACCU	ACT	PSAT	SAT	SAT	ACCU	ACT	SAT	ACCU	ACCU
						Lecture/ Lab				R	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	E	2015 and after	Mar 2016 and after	Mar 2016 and after	VU - Next Gen	M	Mar 2016 and after	VU - Next Gen	VU - Next Gen
											two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-R		two-digit ind. test score	two-digit ind. test score	EBRW- combined score	NG-W		Math Section Score	QAS	AAF
REST 100 ^{cte, NLPS}	Introduction to Hospitality Management	3	FREE	5440	7172	3	48		Related CULN course available														
REST 120 ^{cte, NLPS}	Food Service Sanitation	3	FREE	5440	7173	3	48	Yes	Related CULN course available														
REST 155 ^{cte, NLPS}	Quantity Food Purchasing	3	FREE	5346	7237	3	48		Related CULN course available														
SPAN 101 ^{la}	Spanish Level I	4	\$25 per credit hour	2124		4	64		Sophomores, with two years of high school Spanish, may enroll in SPAN 101														
SPAN 103 ^{la}	Spanish Level II	4	\$25 per credit hour	2124		4	64		SPAN 101 with a grade of C or better OR PTS1 score of 70+														
SPAN 201 ^{la}	Spanish Level III	4	\$25 per credit hour	2126		4	64		SPAN 103 with a grade of C or better OR PTS2 score of 70+														
SPAN 203 ^{la}	Spanish Level IV	4	\$25 per credit hour	2126		4	64		SPAN 201 with a grade of C or better														
SURV 100 ^{cte, NLPS+}	Surveying Fundamentals and Control (Corequisite SURV 100L)	2	FREE	5654	7296	2	Total lecture & lab = 64																
SURV 100L ^{cte, NLPS+}	Surveying Fundamentals and Control Lab (Corequisite SURV 100)	1	FREE	5654	7296	2																	
WELD 102 ^{cte, NLPS}	Shielded Metal Arc Welding I <i>See total class hours</i>	4	FREE	5778	7111	2/8	160	Yes															
WELD 103 ^{cte, NLPS}	Gas Metal Arc Welding <i>See total class hours</i>	4	FREE	5776	7101	2/8	160	Yes															
WELD 107 ^{cte, NLPS}	Industrial Blueprint Reading for Welding	2	FREE	5776	7110	2	32	Yes															
WELD 160 ^{cte, NLPS}	General Welding	2	FREE	5776	7104; 7110	1/3	64	Yes															



Vincennes University
2023-2024
Dual Credit Career & Technology
Tuition Fee Waiver Course List

Course ID	Course Title (credit hours)	Course ID	Course Title (credit hours)
ACCT 100	Basic College Accounting (3)	DESN 120	Computer Illustration (3)
AGBS 101	Introduction to Agribusiness Mgmt. (3)	DESN 140	Computer Imaging (3)
ARCH 102	Architectural Drafting & Print Reading (3)	DESN 155	Computer Page Layout (3)
ARCH 141	Introduction to Architectural CAD (3)	DRAF 120	Computers for Technology (2)
ARCH 221	Adv. Architectural Software Applications (3)	DRAF 140	Introduction to CAD (3)
ARTT 111	Visual Design (3)	ELEC 105	Electronic Circuit Analysis I (3)
AUTO 105	Transportation Fundamentals (2)	ELEC 115	Electronic Circuit Analysis II (3)
AUTO 110/L	Transportation Electrical w/Lab (4)	ELEC 130	Digital Logic K (3)
AUTO 120/L	Automotive Chassis Systems w/ Lab (6)	EMTB 212	Emergency Medical Technician (6)
BCST 102	Intro Audio/ Video Production (3)	ENTR 221	Creating a Small Business (3)
BCST 120	Audio Production (3)	FIRE 105	Introduction to the Fire Science (6)
BCST 140	Video Production I – Studio Production (3)	FIRE 106	Firefighting Basics (6)
BCST 206	Video Production II – Field Production (3)	HIMT 110	Medical Terminology
BODY 100/L	Non-Structure Analysis & Damage Repair w/Lab (7)	HORT 105	Intro to Landscape Horticulture (3)
BODY 150/L	Painting & Refinishing w/Lab (7)	HORT 165	Greenhouse Management & Hydroponics (3)
CIMT 100/L	Electronics for Automation w/Lab (6)	HORT 205	Landscaping I (3)
CIMT 125/L	Intro to Robotics/Automation w/Lab (3)	HORT 215	Urban Food Production (3)
CMET 140	Comp TIA A+ (3)	HORT 255	Landscaping II (3)
CMET 185	Comp TIA A+ Certification Prep (2)	HSGN 102	Introduction to Health Careers (3)
CMET 195	COMP TIA A+ Certification (1)	HSGN 106	Dementia Care (2)
CMET 220	COMP TIA Network+ Certification (1)	HSGN 200	Nurse Assistant Preparatory Course (5)
CNET 151	Information and Data Security I (3)	LAW 100	Survey of Criminal Justice (3)
CNET 155	Basic Cyber Crime & Computer Forensics (3)	LAW 101	Basic Police Operations (3)
CNST 100	Construction Seminar (1)	LAW 145	Ethics & Professionalism in Criminal Justice (3)
CNST 105/L	Framing w/Lab (4)	LAW 150	Criminal Minds and Deviant Behavior (3)
CNST 120	Construction Safety (3)	MGMT 100	Introduction to Business (3)
CNST 160/L	Finish Carpentry w/Lab (4)	MGMT 280	Introduction to Marketing (3)
COMP 110	Introduction to Computer Concepts (3)	PMTD 105	Understanding Industrial Blueprints (2)
COSM 100	Cosmetology 1 (7)	PMTD 110/L	Manufacturing Process w/Lab (3)
COSM 150	Cosmetology 2 (7)	PMTD 120	General Machines (6)
COSM 200	Cosmetology 3 (7)	REST 100	Introduction to Hospitality Mgmt. (3)
COSM 250	Cosmetology 4 (7)	REST 120	Food Service Sanitation (3)
CPNS 101	LAN Basics and OSI Model (3)	REST 155	Quantity Food Purchasing (3)
CPNS 102	WAN Basics and Routers (3)	SURV 100/L	Surveying Fundamentals & Control w/Lab (3)
CULN 110	Quantity Food Production (5)	WELD 102	Shielded Metal Arc Welding I (4)
DESL 110/L	Diesel Electrical w/Lab (4)	WELD 103	Gas Metal Arch Welding (4)
DESL 130/L	Diesel Engine Systems w/Lab (6)	WELD 107	Industrial Blueprint Reading for Welding (2)
DESN 120	Computer Illustration (3)	WELD 160	General Welding (2)

Note: The courses approved on the CTE Waiver List are subject to change, each year.

INSTRUCTIONS TO COMPLETE YOUR PROJECT EXCEL COURSE INFORMATION FORM

**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR
COURSE INFORMATION FORM!**

Course Information Forms for all Fall, Year-Long, and 1st & 2nd Trimester classes are due on May 31st.
Course Information Forms for all Spring and 3rd Trimester classes are due on November 1st.

TYPE OF COURSE AND COURSE NUMBER INFORMATION

You are to use one Course Information Form for each course you're planning to teach for any given semester, year-long, or trimester. (i.e. If you're teaching COSM-100 and COSM-200 both in the fall semester, you would complete one Course Information Form for COSM-100, and a separate Course Information Form for COSM-200.)

1. Check the box for the appropriate term for which you're teaching your course (i.e. Fall, Spring, Year-Long, etc.)
2. Enter your VU Course Number (i.e. COSM-100)
3. Enter your VU Course Title (i.e. Cosmetology I)

SECTION INFORMATION

Under Section Information, you need to enter the specific information for each class time which you will be teaching as dual credit. You need to complete as many of these sections as you have dual credit class periods. *** Please note:** Although you will be completing a section for each dual credit class period, you will only receive one CRN for all sections combined. We need to know your class schedule for our own records.

1. Enter the beginning and ending dates of your class. These dates will be the beginning and ending dates of your school's semester, trimester, or year, depending on how you marked your form telling us how you would teach your class. (i.e. If you checked Fall at the top of your form, your beginning date would probably begin sometime in August and end before the break in December.) **The ending date will also be the date that triggers your end of course student surveys.**
2. Enter the beginning and ending times of your class.
3. Check the boxes for each day your class meets.
4. Beside "# of Students Estimated" enter the number of students you expect to register for this particular class time.

HIGH SCHOOL INFORMATION

Under High School Information, you need to enter all of the following:

1. Instructor Name
2. The name of the High School or Career Center where you are teaching your classes
3. Instructor Telephone Number
4. Instructor Email Address
5. Guidance Counselor Name
6. Guidance Counselor Email Address

These forms are distributed as fill-in forms to make it easier for you to complete the form from your computer when the file is opened. Once your Course Information Form has been completed, you may **a)** print or save your completed form to a PDF **~ OR ~ b)** print the completed form and scan it, then email your Course Information Form to projectexcel@vinu.edu by one of the due dates shown at the top of this page.

PLEASE BE SURE THAT YOUR COURSE INFORMATION FORM IS COMPLETE BEFORE SUBMITTING!

**DO NOT SEND YOUR FORM WITHOUT YOUR NAME AND SCHOOL LISTED AT THE BOTTOM OF YOUR FORM.
IF YOU DO NOT COMPLETE THIS SECTION, WE WILL NOT KNOW WHO YOU ARE
AND YOU WILL NOT RECEIVE A REGISTRATION PACKET!**



COURSE INFORMATION FORM

Email to: projectexcel@vinu.edu

Fall Semester / 1st and 2nd Trimester / Year-Long Courses Due May 31st

Spring Semester / 3rd Trimester Courses Due November 1st

Academic Year: 20XX-20XX

COURSE INFORMATION

Semester (Check One): Fall ☐ Spring ☐ Year-Long ☐ 1st Tri ☐ 2nd Tri ☐ 3rd Tri ☐

VU Course Number: _____ VU Course Title: _____

SECTION 1 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

SECTION 2 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

SECTION 3 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

SECTION 4 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

SECTION 5 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

SECTION 6 INFORMATION

Date Class Begins: _____ Date Class Ends: _____ Time Class Begins: _____ Time Class Ends: _____

Class Meets On: M ☐ T ☐ W ☐ R ☐ F ☐ # of Students Estimated: _____

Project EXCEL office use only: CRN: _____ Section #: _____

HIGH SCHOOL INFORMATION

Instructor Name: _____ High School or Career Center: _____

Instructor Telephone: _____ Instructor Email: _____

Guidance Counselor Name: _____ Guidance Counselor Email: _____

PROJECT EXCEL OFFICE INFORMATION ONLY

Instructor ID _____ Room Code _____ Faculty Liaison _____


Class input into Banner _____ Registration packet mailed _____


How to Retrieve Your MyVU Username and New Password

1. Please visit the Vincennes University website, www.vinu.edu.
2. Click the "MyVU" link in the top right corner.



3. Select "Forgot your Password?"

 Enter Username & Password



[Forgot your password?](#)

Services may be unavailable every Thursday from 9:00pm thru 12:00am EDT for scheduled maintenance.

4. This will open a new page. Put in your Student ID number (A#) and select "Reset Password."
5. The system will send you an email to your email account on file. The email will come from ITHelpDesk. Follow the instructions to receive your MyVU username and password. (You will get one email from ITHelpDesk, click the long link at the bottom. Refresh your email browser. You should get a second email from ITHelpDesk, it will contain your username and password.)

The correct way to change your computer generated password:

After you have logged in to your MyVU, look to the left of the screen for an area called "My Access." Please select "Change Your MyVU Password" to update your MyVU password.

Vincennes University

PROJECT EXCEL APPLICATION

Updated: December 2022



Please visit the following link to submit the Online Application - <https://connect.vinu.edu/register/vp>

Vincennes University Project Excel Online Application

Submitted Date

Round (Term)

First Name

Preferred Name

Middle Name

Last Name

Mailing Address

Country

Street

City

State

Postal Code

Permanent Address

[Same as Mailing Address](#)

Country

Street

City

State

Postal Code

Birthdate

Email Address

Gender

Race

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific
- ☐ White

Ethnicity: Are you Hispanic or Latino?

Country of Citizenship

US Residency Status

- ☐ U.S. Permanent Resident
- ☐ DACA or TPS (Documentation Required)
- ☐ Undocumented U.S. Resident

Social Security Number

☒ By checking this box, I acknowledge the above statement

I understand, in accordance with the IRS code 1.6050S-1, by failing to provide my social security number, as a U.S. citizen, I waive my right to receive a 1098T with educational tax benefits I may be eligible to receive and may be subject to an IRS penalty.

High School Information

High School Name

Do you attend a Career Center?

High School Graduation or GED/TASC Date

 Emergency Contact

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Relationship

Emergency Contact Phone

Emergency Contact Email

Signature

I understand that to register for courses with prerequisites, I must meet the same academic guidelines as degree-seeking students and that I may be required to take a college placement exam.

Signature



Electronic Billing (eBill) Instructions

VU utilizes an electronic billing system for all students, allowing students, or their parents, to submit an online payment using a credit card or an electronic check (e-check.) Electronic billing statements, for Project EXCEL dual credit courses, will be sent directly to the student's MyVU account. Project EXCEL does not accept checks, or other forms of payment, to be submitted with the student's Project EXCEL course registration form.

IT IS **IMPERATIVE** THAT STUDENTS **VERIFY THEIR EMAIL ADDRESS,**
SUBMITTED WHEN COMPLETING THE ONLINE APPLICATION,
AND FOLLOW THE EMAIL INSTRUCTIONS FOR AUTHENTICATING THEIR MyVU ACCOUNT.

Important Information Regarding Online Bill Pay:

- 1) After a student has been registered for a Project EXCEL dual credit course, they will receive an email from VU, confirming their course registration (sent to the email address they used when completing the required online application. The student will be reminded to log into their MyVU account to confirm their preferred email address, and assign an authorized payer (i.e. parent) for electronic billing purposes, if applicable. **We recommend that students, who will have fees associated with their dual credit course(s), add a parent as an authorized payer upon receipt of this notice. Students will need a parent email address for this step.**
- 2) Once assigned, the authorized payer (i.e. parent) will receive an email with login information to view and pay the child's VU account balance.
- 3) **Students who register for multiple Project EXCEL, or VU, courses may receive separate registration and billing notifications, for each course.**
- 4) Project EXCEL course fees are assessed every two weeks, after the September 1 registration deadline. Depending on when the student's registration form is processed, a billing notification could be sent anywhere from one to 14 days after the student receives the registration notification email.
- 5) Please note that students will have **15 days to pay their account balance**, from the date in which they receive the first email notice indicating that they have a balance due.

IMPORTANT – PLEASE READ:

- Unpaid balances will put a “registration hold” on the student's account - preventing them from registering for additional VU courses, in subsequent (future) terms.
- Unpaid balances will also put a “transcript hold” on the student's account - preventing them from transferring their VU credit to another institution.

Free/Reduced Lunch Eligible Students:

Project EXCEL tuition fees will be waived for eligible students. Students – when returning your course registration form, please be sure to mention your eligibility to your Project EXCEL instructor, or a school counselor. Ask them to verify eligibility, and check the appropriate box on the paper registration form.

Brightly colored flyers regarding the eBill electronic billing process will be included with the student registration packets, sent to teachers, for courses requiring payment.

**STUDENTS - PLEASE BE SURE TO GET THIS FLYER FROM YOUR INSTRUCTOR,
AND TAKE IT TO A PARENT, OR GUARDIAN, WHEN YOU TAKE HOME
THE REGISTRATION FORM FOR THEM TO SIGN.**

e**bill**

Electronic Billing

All Project EXCEL dual credit fees will be billed, electronically, to the student's MyVU account.

We strongly encourage students to assign a parent as an Authorized Payer* by logging into their MyVU account. This authorization will allow parents to view the student's bill and make payments.

**See reverse side for instructions*

MyVU Username and Password:

New students will receive their MyVU username and password via the preferred email address entered in the Online Application.

Returning students needing their MyVU information - go to vinu.edu and click "MyVU" (top right side of screen). Click the "Forgot your password?" link (bottom left screen), enter your MyVU Username, or A Number/Student ID, or Preferred Email, and follow the instructions.

VINCENNES UNIVERSITY

STUDENT

FINANCIAL SERVICES

e**bill**

Electronic Billing

All Project EXCEL dual credit fees will be billed, electronically, to the students MyVU account.

Instructional Video

Visit: vinu.edu/excel, under the menu click Students & Parents and then scroll down to the section titled “Electronic Billing”

Step by Step Instructions

1. Log in to MyVU account
2. Navigate to the “Student Common Forms” Section
3. Click “Statement & Billing”

This will display the TRANSACT website where students may:

- View Bills and Make Payments Online
- Assign Authorized Payers by clicking “Overview” (left of screen) and then scroll down on the page until you see “send a payer invitation”. Please click this button and then complete the information. An email will be sent to the Authorized Payer (parent/guardian) with login information to access the student’s account.

IMPORTANT!!

Students may receive more than one billing notice for multiple course registrations. Electronic payments are due within 15 days of billing notice (check your email regularly).

Students may not register for additional VU courses, or request official VU transcripts, until all fees are paid. Students are still responsible for all VU dual credit fees should they drop the course after their VU registration form has been submitted.



UPDATED STUDENT REGISTRATION INSTRUCTIONS (PLEASE READ INSTRUCTIONS **AND** REGISTRATION PACKET INSERTS CAREFULLY)

REGISTRATIONS ARE DUE **SEPTEMBER 1st for Fall, Year-Long, 1st and 2nd Trimester Courses and **FEBRUARY 1st** for Spring and Third Trimester Courses**

STEP 1 – STUDENTS MUST COMPLETE THE ONLINE APPLICATION

- **ALL** students must complete the **NEW Online Application** prior to registering for courses, **each academic year**. This is the required process for students to obtain their VU Student ID (A number). Returning students are also required to complete the online application, each year, to update/confirm his or her preferred email and mailing addresses AND to update their status in the VU system.
- **ALL** students **MUST** enter a preferred email address when completing the Online Application. Students **MUST check their email account, after completing the Online Application, to confirm their email address, prior to submitting their registration forms.** (A personal email address is highly recommended, as most school-issued email addresses will block outside emails from reaching the students; therefore, they will not receive their MyVU credentials, nor will they receive a billing notification, if applicable.)
- **In addition to the social security number, the Student A number must be listed on the registration form.**

STEP 2 – ELIGIBILITY REQUIREMENTS AND PLACEMENT SCORES:

- **NEW! We can now accept Sophomores in many of our Project EXCEL courses!** Please refer to the [Course Listing and Placement Chart](#) on our website at www.vinu.edu/excel, under [Instructors and Counselors](#) to see if this affects you.
- For courses that require minimum placement scores, please check the appropriate test box (i.e. SAT, Accuplacer, etc.) and fill in any applicable reading, writing, or math placement scores. For courses that require a prerequisite course (i.e. a grade of C or better in COSM-150 is required to register for COSM-200), please fill in the VU course prefix/number, letter grade and the semester/year completed.
- Please refer to the [Course Listing and Placement Chart](#) on our website at www.vinu.edu/excel, under [Instructors and Counselors](#) to see courses that require minimum placement scores and/or course prerequisites. If your class does not require placement scores or course prerequisites, you do not need to complete the scoring section of the registration form.
- The student's Cumulative GPA must be written on the form, **AND** out of a 4.0 or 5.0 scale checked.
- **Students must meet all required placement score and course prerequisites - THERE ARE NO EXCEPTIONS TO THIS POLICY.**
- PLEASE - Do **NOT** submit registration forms, or list courses on the registration form, for which students do not qualify.
- **IMPORTANT UPDATE: Student A numbers are required for VU Accuplacer testing.** Be sure to have the student complete the [Online Application](#) one week prior to taking the VU Accuplacer exam.

STEP 3 – FEES/FEE WAIVERS:

- The \$25 per credit hour tuition fee will be waived for students who qualify for the National Lunch Program and have proof of eligibility on file within the school corporation. This form does not have to be submitted to the Project EXCEL office; however, a school representative must sign and check the applicable box on the registration form to verify eligibility.
- Select CTE courses, which fall under the VU Career and Technical Fee Waiver, will have no tuition fees. Please refer to the "[Career and Technical Fee Waiver](#)" list on our website at www.vinu.edu/excel to see courses that qualify for this waiver.
- **NEW** – Electronic billing will be utilized for all other students and courses, for \$25.00 per credit hour, billed to the student's VU account. An email will be sent to the student's confirmed, preferred email referenced above, directing them to their MyVU account, with instructions on paying their balance electronically (e-checks and credit cards accepted). **Fees are due 15 days from the first email notice. Failure to pay the fees due within 30 days could result in the student being dropped from the VU course. Failure to pay the fees due may also result in being turned over for collections. Students are encouraged to give access to their parents, or other individuals, that may need to see and/or pay their bill.** They may do this by logging into their MyVU account, and clicking on the "Authorized Payers" section on the lower left side of the "your account" page. **Students who submit more than one registration form may receive separate billing statements.**

STEP 4 – STUDENT AND PARENT REQUIREMENTS:

- Students are to complete the registration form following the enclosed example form. Please have students print **LEGIBLY** and include **ALL** requested information, **including student and parent cell phone numbers, and parent email address. SOCIAL SECURITY NUMBERS and the VU STUDENT ID (A number) ARE REQUIRED**, along with **STUDENT AND PARENT SIGNATURES**. Students should be given the goldenrod copy to keep for their records.

STEP 5 – ORGANIZATION PRIOR TO SUBMISSION:

- The instructor is responsible for verifying the registration form is completed in full and contains all required signatures and eligibility criteria, prior to submitting the forms to the Project EXCEL office. **Please alphabetize the registration forms.**
- **ONLY** the **white and yellow** copies of the registration form are to be sent to the Project EXCEL Office. The pink copy is to be kept by the guidance counselor for school records. **ONLY original, 4-part forms will be accepted – no photocopies.**

STEP 6 – SUBMISSION AND DUE DATE:

- It is up to you, the instructor, to **verify** that all required **information** is on each registration form, **prior** to submitting the forms.
- Registrations **must** reach the Project EXCEL office **by the applicable deadline, listed at the top of this page.**

Questions or need more registration forms? Email projectexcel@vinu.edu

2023-2024 ACADEMIC YEAR



Project EXCEL Student Drop Form

Student and class information can be found by logging on to MyVU and accessing your class roster. We will not be able to process the drop without this information.

Student legal name: _____

Student VU ID Number: A _____

High School/Career Center where class is taught: _____

Instructor: _____

CRN					Course #								Sect #			Course Title

Reason for drop: _____

This student _____ is _____ is not (check one) still enrolled in this course for high school credit.

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

NO REFUNDS WILL BE GIVEN.

Reminder, students must have all University balances paid before a drop can be processed.

If a drop cannot be processed, a final grade must be entered for the student.

Please email to the Project EXCEL office at projectexcel@vinu.edu.

ACCESSING YOUR PROJECT EXCEL CLASS ROSTERS THROUGH MYVU

1. Have your MyVU username and password available and log on to MyVU at <http://my.vnu.edu>
2. After you log in, on the left side of screen under “Faculty Common Apps”, please click, “Faculty & Advisor Self Service”
3. Click on “Summary Class List”
4. Use the drop down box to select the semester in which you are running the VU course
 - a. *TIP – If you are running the VU course as a year-based class, or as a 1st or 2nd trimester class, please select “Fall 20XX” in the drop down box*
5. You should see all courses that you are currently running

If you wish to watch a video tutorial on how to access your class roster, please refer to our website.

Please note that you will receive an email from our office, including PDFs of your class roster to check, sign, and return after all registrations have been entered into the VU system. Due to the high volume of data that must be manually entered, rosters are typically not available until mid-semester.

If you have concerns regarding a particular student’s registration, prior to this time, please contact the Project EXCEL office with your inquiry.

STEPS FOR WEB GRADING - SELF SERVICE BANNER

All grades must be entered by the instructor through your MyVU account.

Please do not wait until the last minute to check on your MyVU access to web grading.

Verify NOW that you can log in to your MyVU account and access Final Grades on Self Service Banner.

Access Final Grades using the following steps:

1. Log in to the MyVU portal at <https://vinu.edu>
2. On the left side of the screen under “Faculty Common Apps”, click on “Faculty & Advisor Self Service”
3. Under the “Faculty Services” tab, please click “Final Grades”
4. Choose correct term and click submit
5. Select CRN to enter grades and click submit
6. Enter students’ final grades following the final grading directions
7. Click submit. After entering grades on the web grade roster, be sure to click SUBMIT on each page of your roster.
8. To grade the next class, click “CRN Selection” at the bottom of the page.

The quality of a student's work is indicated by the semester grades reported by the instructors to the Registrar at the close of each term as follows: *A* and *A-* represent work of excellent quality; *B+*, *B* and *B-* represent work above average; *C+* and *C* represent average work; *D* represents below average and non-transfer quality; and *F* represents not passing. **Please note that VU's grading scale does not include a grade of C-; therefore, Banner will not accept a C- as a valid grade.**

Grades of ‘CR’, ‘I’, ‘W’, ‘WF’, and ‘WN’ may not be submitted as final grades at any time. If an instructor has previously submitted a Student Drop Form for a student, that student’s final grade should be left **blank** during final grade entry. The Registrar’s Office will record the grade of ‘W’ when processing the drop. If you did not submit a Student Drop Form on or before the drop deadline, and the student finished the course for high school credit, a final grade **must** be entered.

If there were no errors, you will receive the message “The changes you made were saved successfully.” Proof each grade roster. Be sure every student received a grade. **HINT: If your roster will not save successfully, look for a grade of ‘F’ with no last date of attendance entered.** Once the last date of attendance has been entered, your roster should save. The last date of attendance to be used will be given to the instructors in the grading window email sent by the Project EXCEL office.

CONTACTS FOR QUESTIONS / PROBLEMS

- General questions – Project EXCEL – (812) 888-4337
- If you do not remember your username or password, your account is disabled, or if you have problems accessing MyVU or Self Service Banner – VU IT – (812) 888-4332
- Questions about the grading process or specific grading situations – Project EXCEL – (812) 888-4337

FACULTY PERFORMANCE REVIEWS and COURSE IMPROVEMENT PLANS

This document contains important information regarding the evaluation process that is utilized university-wide for all Vincennes University (VU) adjunct faculty members. The success and reputation of Vincennes University is based in large part on the instructional quality of its programs and graduates. To achieve and maintain high quality, a faculty evaluation system is essential for all VU faculty members. In accordance with Higher Learning Commission (HLC) requirements, VU must utilize a faculty evaluation system that is systematic and consistent across all areas, regardless of delivery method or location.

Due to this requirement, VU's Faculty Affairs Committee was tasked with designing an evaluation plan for adjunct faculty members. The goal was to design an evaluation system that encouraged professional growth and development of individual faculty members, assured delivery of quality service and instruction, and permitted appropriate recognition of excellence. The following two-part process was designed by the VU Faculty Affairs Committee and approved for implementation across all VU course locations, including ALL on-campus, off-campus, dual credit, distance education, and military adjunct faculty.

PART I:

Each academic year, our office is required to submit a signed Adjunct Faculty Performance Review (PR) for each Project EXCEL (PE) instructor. This review evaluates ten areas of instructional responsibilities, such as timely submission of syllabi, student registration forms, final grades, etc. This form was designed for use in reviewing all adjunct faculty members, so there are a few items marked as not applicable to PE instructors. There are two other assessment related items that will only be applicable to some Project EXCEL instructors. For others, this section will be marked as N/A. You will have the option to provide comments prior to returning the signed copy. These reviews are typically sent to instructors in late April or early May, and are based, in part, on previous course terms.

- Every PE instructor will be emailed Performance Review, each year.
- **Instructors will be required to scan and email their signed Performance Review by the assigned due date.** *The instructor will have the option to provide comments prior to returning the signed copy.*

PART II:

In addition to the Performance Review, each new instructor is required to complete a Course Improvement Plan (CIP), based upon their aggregate Survey Dig student responses from the PRIOR academic year (their first academic year of offering a VU course). The CIP will be completed based upon students' SurveyDIG responses that they are expected to complete after each course. **After submitting the CIP for the first year of instruction, only the instructors whose aggregate SurveyDIG results fall below the established threshold (to be determined) will be required to submit a CIP in the future.**

- **Student participation in the SurveyDIG course evaluation is essential, and required, for this process.**
- **SurveyDIG student surveys will be open 20 days prior to the last class date submitted on your Course Information Form, and will end 6 days after that date. Again, all students MUST complete the survey.**

PART II continued:

- **Instructors will review their Survey Dig results and complete the Course Improvement Plan after the student survey window has closed. *Instructions on accessing your aggregate SurveyDIG results are included below.***
- **Instructors must submit their Course Improvement Plan as specified in the email instructions.**

The following link provides instructions, as well as a video tutorial, for [accessing your SurveyDIG aggregate results](#). You will need to review these aggregate results prior to completing your Course Improvement Plan, and also attach them to your completed CIP.

<https://www.vinu.edu/web/provosts-office/survey-dig>

The Project EXCEL website includes:

- SurveyDIG Student Instructions
- SurveyDIG Instructor Instructions
- Instructor Video Tutorial for Accessing SurveyDIG Student Evaluation Results
- How to Retrieve MyVU Username and Password

<https://www.vinu.edu/web/project-excel/instructors-and-counselors>

Should you have any issues accessing your Survey Dig results, please contact Danny Ralston at 812-888-5495.

Thank you for your participation in this important activity. Should you have any questions or concerns, please do not hesitate to contact our office for assistance.

Vincennes University Adjunct Faculty Performance Review

To be completed annually by the Department/Program

Adjunct Faculty Name: _____

Department/Program/Area: Project EXCEL

High School or Career Center: _____

Years of Service at VU: _____ Academic Year: _____

VU dual credit courses taught this Academic Year:

Reviewers, please check the appropriate column for each item listed below:

Instructional Responsibilities for Adjunct Faculty	Meets Standards	Needs Improvement	Unsatisfactory	N/A
Submits syllabus to supervisor by date requested.				
Syllabus complies with University guidelines.				
Posts faculty information on Blackboard.				X
Maintains office hours as outlined in University Manual.				X
Utilizes Critical Thinking, Reading, Writing or Speaking Intensive Assignments and Rubric if required. <i>(*Assessed only when applicable, for UCC courses, based upon faculty liaison request and review of sample student work).</i>				X*
Submits course assessment data as requested. <i>(*Assessed only when applicable, in accordance with departmental requirements and requests).</i>				X*
Holds class sessions as scheduled.	X			
Submits final grades on time. <i>(Review based upon prior academic term or academic year submissions).</i>				

Responds to student telephone, email and/or Blackboard messages within 2 business days of receipt. <i>(When applicable, assessment may be based upon student responses to a Survey Dig question that asks about the responsiveness of the instructor).</i>	X			
Responds to communication and requests from supervisor. <i>(Based upon response to Project EXCEL staff email requests, including timely submission of student registration forms and class rosters).</i>				

Reviewer Comments:

Faculty Comments (if desired):

_____ Check here if comments are attached.

By signing below, I acknowledge that I have been given an opportunity to review my performance appraisal with my supervisor. My signature does not necessarily imply agreement.

Faculty Signature _____ Date _____

Senior Director, Dual Credit Partnerships _____ Date _____

Chair Signature _____ Date _____

Dean Signature _____ Date _____

Provost Signature _____ Date _____

Course Improvement Plan

Name: _____

Department/Program/Area: Project EXCEL

High School or Career Center: _____

Present Rank: Dual Credit Instructor

Years of Service at VU/Project EXCEL: _____ Academic Year: _____

Status: _____ Contract _____ Tenured X Adjunct _____ Semester Contract**Attach copies of your Aggregate Survey Dig Results to this plan.**

Based on your Aggregate Survey Dig Results, review the Performance Level (Upper, Middle or Lower) for each question, as well as your student comments, and then respond to the following questions:

1. Identify the questions for which you are ranked in the Upper level in most or all sections you teach. What are your processes and activities that you think produce your high results for these questions?

Reviewer Comments:

2. Identify the questions for which you are ranked in the Middle level. For each question, what improvements might you make to produce an Upper level ranking?

Reviewer Comments:

3. Identify the questions in any sections for which you ranked in the Lower level. Describe your plan for improving these results.

Reviewer Comments:

Faculty Signature _____ Date _____

Senior Director, Dual Credit Partnerships _____ Date _____

Chair Signature _____ Date _____

Dean Signature _____ Date _____

Provost Signature _____ Date _____



This is your evaluation report for the items referenced below.

Term: **Fall 2022** CRN: **1** Evaluations: **11**
College: **V4** Course: **MATH 102 X0** Enrollment: **11**
Department: **4MTH** Description: **College Algebra** % Complete: **100%**
Template: **Instructor/Course Evaluation** Professor:

University Core Items

Question	Total	Strongly Agree(%)	Agree(%)	Neutral(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev	Performance Level U=Upper M=Middle L=Lower
	99	79	18	3	0	0	4.76	0.50	
Instructor Presentation	11	11 (100%)					5.00	0.00	U
Syllabus accuracy.	11	8 (73%)	3 (27%)				4.73	0.47	U
Class expectations.	11	9 (82%)	2 (18%)				4.82	0.40	U
Grading criteria.	11	9 (82%)	2 (18%)				4.82	0.40	U
Grading consistency.	11	11 (100%)					5.00	0.00	U
Instructor availability.	11	9 (82%)	2 (18%)				4.82	0.40	U
Class activities.	11	6 (55%)	4 (36%)	1 (9%)			4.45	0.69	U
Assignment feedback.	11	8 (73%)	2 (18%)	1 (9%)			4.64	0.67	U
Class engagement.	11	7 (64%)	3 (27%)	1 (9%)			4.55	0.69	U

Open ended

Question

What parts of teaching/learning helpful?

- ☒ I liked that her review worksheets were similar to the tests, the same way the homework was very similar to the review guides and tests. She also gave excellent examples and relationships from one concept to another.
- ☒ I really enjoy the way my teacher takes her time with the lesson and does not put a time limit on our learning. I also really appreciate that you can tell how invested she is helping us learn the material, she will explain it differently for each student if she has to.
- ☒ If you get behind I she will go back and explain it again
- ☒ Miss taught very thoroughly and made sure we as students knew and understood the material well.
- ☒ The part where Miss is always willing to help us and take any questions that we may have.
- ☒ The thing that helped me the most was the willingness of the instructor to help students one-on-one.
- ☒ Well she always make sure to tell us how to solve the problems and if your slow to learn she'll do problems over again until you understand it. She always helps after school hours and tutor you if needed. If you miss class she makes sure to teach you later on.

What could the instructor do differently?

- ☒ At this moment I cannot think of anything I would want my instructor to do differently.
- ☒ I would not change anything.
- ☒ Idk
- ☒ Nothing.



This is your evaluation report for the items referenced below.

Term: **Fall 2021** CRN: 1 Evaluations: **4**
 College: **V4** Course: **MATH 111 X0** Enrollment: **17**
 Department: **4MTH** Description: **Finite Mathematics** % Complete: **23.5%**
 Template: **Instructor/Course Evaluation** Professor: [REDACTED]

University Core Items	Total	Strongly Agree(%)	Agree(%)	Neutral(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev	Performance Level U=Upper M=Middle L=Lower
	36	22	28	22	28	0	3.44	1.13	
Question	Total	Strongly Agree(%)	Agree(%)	Neutral(%)	Disagree(%)	Strongly Disagree(%)	Avg	Std Dev	
Instructor Presentation	4		2 (50%)	1 (25%)	1 (25%)		3.25	0.96	L
Syllabus accuracy.	4	2 (50%)	2 (50%)				4.50	0.58	M
Class expectations.	4		2 (50%)	1 (25%)	1 (25%)		3.25	0.96	L
Grading criteria.	4	1 (25%)		3 (75%)			3.50	1.00	M
Grading consistency.	4	1 (25%)		2 (50%)	1 (25%)		3.25	1.26	L
Instructor availability.	4	1 (25%)	1 (25%)	1 (25%)	1 (25%)		3.50	1.29	L
Class activities.	4	1 (25%)	2 (50%)		1 (25%)		3.75	1.26	L
Assignment feedback.	4	1 (25%)			3 (75%)		2.75	1.50	L
Class engagement.	4	1 (25%)	1 (25%)		2 (50%)		3.25	1.50	L

Open ended

Question
What parts of teaching/learning helpful?
<input checked="" type="checkbox"/> Had 20 min before class to ask questions.
<input checked="" type="checkbox"/> The screencasts
What could the instructor do differently?
<input checked="" type="checkbox"/> Be prepared and know the material. Answer questions without making kids feel stupid for asking. Actually care about our grades and how each kid is doing.
<input checked="" type="checkbox"/> Review my work and tell me my mistakes

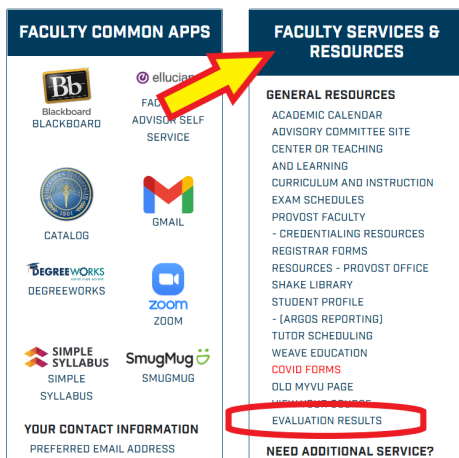
Generated on 7/31/2023 13:58



Instructions for Accessing SurveyDIG, Student Course Evaluation Results

Instructors are able to access student survey results after the survey window has closed for students. Once the survey window is closed, instructors may follow the steps below:

- 1) Log into the MyVU Portal at <https://my.vinu.edu>
- 2) Under "Faculty Services & Resources", click "Evaluation Results."



- 3) Choose correct term and under "Output" select "Results" and click "Search". All of the sections taught for that term will appear.
- 4) Click "Course Evaluation Report" for each section on this page for survey results.
- 5) Click the number under "Evals Taken" to review the students' responses.
- 6) To go to the next survey, use the back arrow.

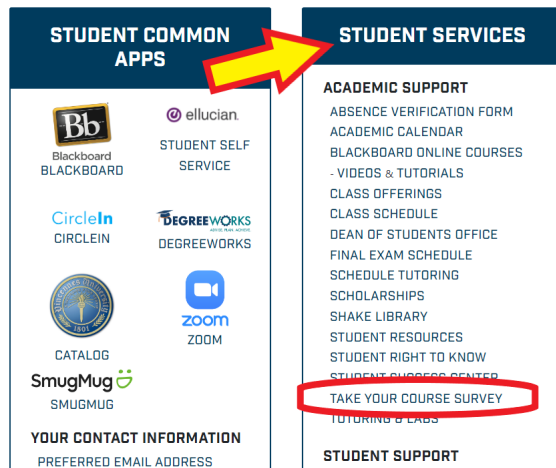
****Survey dates may change, each term and each year
in which courses are offered. Instructors will be
notified of these dates, via email****

Student Instructions for SurveyDIG

Student Rating of Instruction Software

In order for a student to take an evaluation online, they will need to follow these steps:

- 1) Log in to the MyVU Portal at <https://my.vinu.edu>
- 2) Under “Student Services”, click "Take Your Course Survey"



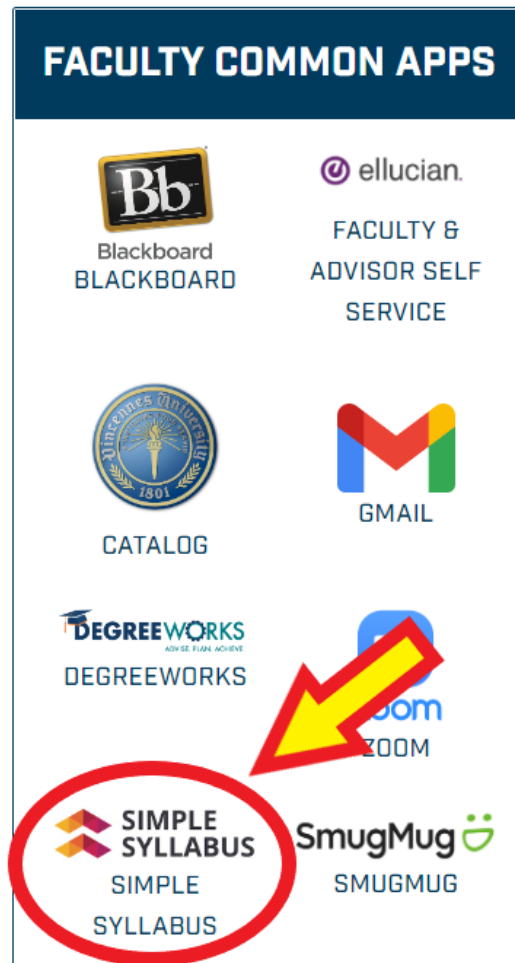
- 3) Choose correct term and click submit
- 4) Click "Student Detail Schedule" at the bottom of the page
- 5) Click the “Evaluate” link for the appropriate class/classes.
- 6) Complete the Evaluation and click “Submit” at the bottom
- 7) The following instructions will display at the top of the page:
"Thank you for submitting your Evaluation. Please close this window and refresh the grade page. If your final grade has been recorded, you will no longer see the 'Evaluate' link."
- 8) If the students are completing the Evaluations before final grades are recorded for the course, they only need to close the Evaluation window. They are then free to log out of the system.

******* EACH COURSE SECTION’S SURVEY WILL BE OPENED 20 DAYS PRIOR TO THE
END DATE AS REPORTED ON YOUR COURSE INFORMATION FORM AND WILL
CLOSE 6 DAYS AFTER THE END DATE*******

(Example: If your semester ends on 12/20/20XX, SurveyDIG will be open 12/01/20XX.)

How to Access/Register for Simple Syllabus

Step 1 – Visit your MyVU account and select “Simple Syllabus” under “Faculty Common Apps”



Step 2 – Please click the link “Click here to register”

A screenshot of a login/register page for Vincennes University. At the top is the university's logo. Below it, the text "Don't have a password? [Click here to register.](#)" is displayed. A red arrow points from this link down to the "Email" input field. The "Email" field has a red asterisk and a message below it: "Email is a required field. Must be a valid email address." Below the email field is a "Password" field, also with a red asterisk and a message: "Password is a required field." At the bottom left is a "Login" button, and at the bottom right is a link that says "Forgot password".

Step 3 – Please enter your University primary email address (helpful hint – this is your email that our office sends communication to) and then click “Register”

A screenshot of the registration page for Vincennes University. At the top is the university's logo. Below it, the heading "Register your Simple Syllabus account" is shown. Underneath is an "Email" input field with a red asterisk. The email address "JaneDoe@vinu.edu" is entered into the field. Below the email field is a yellow "Register" button. At the bottom right is a link that says "Sign in".

Transcript Requests

Transcript Request - Online

There is a \$5 charge (per transcript) for this transcript request method. Transcripts will not be released until all University obligations have been met. Official transcripts can be delivered electronically in as little as 15 minutes from when you place your order. This ordering method allows official transcripts to be sent electronically, by mail, or to be held for pick-up at the Registrar's Office.* Any non-electronic transcript issued directly to the student will be stamped "issued to student" and will be considered unofficial.

Please be sure the following items are complete to ensure transcript delivery expediency and accuracy:

1. You have no University holds
2. You have no outstanding financial obligations
3. Your Final Grades have been posted (if not, an IP grade will display on your transcript)



If you are a current student or were enrolled in the most recent academic year, you should [review your unofficial transcript, available on your MyVU portal](#), before ordering official transcripts to verify that all final grades and degrees have been recorded and will appear on your official transcript. *All reorders will be at the student's expense.*

Official transcripts ordered online cannot be held for degree posting, change of grades, or current grades. Most final degrees are posted to your transcript within 30 days of the end of the semester.

For questions please contact us by phone at 812.888.4220 or email at records@vinu.edu.

Please Note: To receive a copy of your official transcript, you must complete and sign any required forms, pay any associated transcript fee(s), and satisfy all financial obligations to the University. If you have any past balance due with any of these offices, there will be a "hold" on your record and we will not be able to issue your transcript. The university does not accept telephone requests for transcripts. It is a violation of the law to release a transcript without the student's documented authorization. For more information, please visit the USDepartment of Education FERPA site.

Travel Voucher Instructions

ALL travel vouchers must be submitted to the Project EXCEL Office.

The Travel voucher must include the following:

- Banner ID (A#)
- Employee Name
- Address
- Claimant signature
- Department
- Complete travel information, including dates of travel, and From and To Destination.

Total Mileage or VU vehicle

Please complete check box for type of vehicle driven: VU, Personal, or Rental Vehicle

- **If a personal car is driven, mileage reimbursement for in-state travel is 49 cents per mile. Please provide actual round trip odometer readings or attach a MapQuest/Google Maps round trip mileage document.**

Lodging Expenses - All hotel reservations are to be made through the Project EXCEL office.

Incomplete Travel Vouchers will be returned.

**Instructions and forms are available on the Project EXCEL website under
"Instructors and Counselors"**

--

NOTICE:
SUBMIT ORIGINAL.
SIGN YOUR CERTIFICATE.

Date _____

Zip

Date _____

SAME DAY TRAVEL**								
			<input type="checkbox"/> VU Vehicle	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Rental Vehicle			
Mo/Day	Travel Between Points		Hours of		Subsistence **		Travel	
	From	To	Depart	Arrival		Other	# Miles	Mileage
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
TOTALS					\$0.00	\$0.00	0.00	\$0.00

Total Subsistence	
Total Travel	
TOTAL CLAIMED	
Less Advance	
Total Due	

EXPENSE CLASSIFICATION			
FUND	ORG	ACCOUNT	AMOUNT
TOTAL			\$0.00

****If travel begins before 10:00 AM and ends after 7:00 PM, the employee may claim per diem in the amount of \$20.00. TOTALS Travel Between Points Hours of Subsistence ****
Travel ORG ACCOUNT NOTICE: Subsistence Travel Per IRS regulations, per diem for travel without an overnight stay is taxable and is reimbursed through Payroll.

--

NOTICE:
SUBMIT ORIGINAL.
SIGN YOUR CERTIFICATE.

Date _____

Zip

Date _____

OVERNIGHT TRAVEL				<input type="checkbox"/> VU Vehicle	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Rental Vehicle					
Mo/Day	Travel Between Points		Hours of		Subsistence					Travel	
	From	To	Depart	Arrival	Lodging	B	L	D	Other	# Miles	Mileage
						NA					\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
TOTALS					\$0.00	\$0.00	\$0.00	0	\$0.00		

Division Approval _____ Date _____

Total Subsistence	
Total Travel	
TOTAL CLAIMED	
Less Advance	
Total Due	

Voucher Number

EXPENSE CLASSIFICATION			
FUND	ORG	ACCOUNT	AMOUNT
TOTAL			\$0.00



CONTACT US

Vincennes University Project EXCEL

1002 N First Street, Vincennes, IN 47591
(812) 888-4337 | ProjectEXCEL@vinu.edu

D'Lee Thomas, Director

(812) 888-4579 | dthomas@vinu.edu

Marci Hutchison, Dual Credit Program Coordinator

(812) 888-5132 | mhutchison@vinu.edu

Kyle Gregory, Project EXCEL Program Coordinator

(812) 888-4120 | kyle.gregory@vinu.edu

Lori Siglin, Project EXCEL Office Manager

(812) 888-4344 | lori.siglin@vinu.edu

Emily Held, Project EXCEL Office Coordinator

(812) 888-4844 | emily.held@vinu.edu

Ruth Vandermark, Project EXCL Program Assistant

(812) 888-5496 | rvandermark@vinu.edu