



Policies & Procedures

812-888-4337 | ProjectEXCEL@vinu.edu

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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 and returning 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 application is required each year to reactivate the student's account, verify the student's term of enrollment, and to verify that all demographic information is current and accurate.
- 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 students, new and returning, 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](#).