



Student Handbook

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.

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. The high school will establish an earlier deadline to accommodate Project EXCEL's registration deadline. The registration form will be provided to all eligible students by the instructor. Should a student decide not to enroll in the dual credit course at the time of registration, we cannot retroactively enroll students at a later date.

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 (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.

VU Standards of Student Behavior

Introduction

Vincennes University is a community dedicated to personal, academic excellence and growth. Choosing to join this community obligates each member to a standard of ethical behavior as stated in the Student Creed.

As a Vincennes University student, I commit to a code of civilized behavior. I will practice personal academic integrity; I will respect the dignity of all persons, including myself; I will respect the rights of others; I will not condone bigotry; I will strive for the openness to learn from differences in people, ideas and opinions; I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development. Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the university community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Standards of Student Behavior is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, appropriate consequences are imposed in the form of sanctions.

Misconduct Activities Which Subject a Student to Disciplinary Action

Vincennes University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. This includes upholding the integrity of the academic process as well as providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Apathy or deliberate indifference are not neutral acts and may be violations of this standard

Protecting the rights of the educational process

Students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study. The following behavior is subject to disciplinary sanctions:

Acts of dishonesty, including but not limited to the following:

- 1) Cheating, plagiarism, or other forms of academic dishonesty; Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures from another person or source without acknowledgement. The instructor will determine appropriate student disciplinary action that is consistent with the academic dishonesty policy contained in the syllabus of the instructor.
- 2) Furnishing false information to any university official, faculty member, or office;
- 3) Forgery, alteration, or misuse of any university document, record, or instrument of identification.

Incidents will be referred to the Dean of Students, who will determine appropriate student disciplinary action in keeping with procedures used in the handling of other types of student conduct situations.

Protecting the rights, safety, and dignity of the individual

Any of the following activities, the aiding, abetting, inciting, encouraging, or by his or her presence, supporting of any of the following activities, constitutes misconduct for which students may be subjected to disciplinary action. These violations include but are not limited to:

- 1) Physical or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person resulting in an individual being fearful for imminent bodily harm and/or the emotional and mental disruption of a person's daily life or educational environment;
- 2) Students shall not engage in any act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. For the purpose of this policy, the current, active state code states that consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act;
- 3) Theft or attempted theft of and/or damage to property either personal or public, on or off campus;
- 4) Violation of any policy, rule, or regulation published in hard copy or available electronically on the university website;
- 5) Violation of any federal or state law;
- 6) Possession of firearms, explosives, or fireworks;
- 7) The use or threat of use of a weapon, or any item or objects that simulate weapons, on university premises that could harm, threaten or cause fear to others.

Promoting personal responsibility and integrity

The Vincennes University community strongly promotes the development of a personal values system that focuses on each person assuming responsibility for her/his own actions, and on maintaining dignity and truth. The following restrictions outline the primary parameters within each individual shall be held responsible.

- 1) Students shall not engage in behavior that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community;
- 2) Students shall not falsify or misrepresent facts on any university form or document and the unauthorized and/or improper use of a university form or document:

Forms, Records, and Documents Falsification of records and/or misrepresentation of facts on any university form or document may result in disciplinary action and/or cancellation of registration. This includes but is not limited to registration material data sheets, checks for payment to the university, listing an incorrect place of residence, or failure to update a change of correct address.

Prohibited Use of Illicit Drugs and Alcohol

As set forth in local, state, and federal laws, and the rules and regulations of the university, Vincennes University prohibits the manufacture, use, possession, and distribution of illicit drugs and alcohol by students, employees and visitors in buildings, facilities, grounds or other property owned and/or controlled by the university. This applies to all individuals participating in any university-sponsored activities.

The university will enforce all state and federal laws regarding the possession and use of alcohol and the manufacture, distribution, dispensing, possession, or use of any controlled substance. Drug and alcohol laws are vigorously enforced at Vincennes University. Violators are subject to criminal prosecution. The enforcement techniques can range from plain view violation to long-term undercover investigations by local, state, or federal agents and agencies.

Procedures for the Adjudication of Violations of the Student Standards of Behavior

To the Student: This material has been prepared to assist you in understanding the proceedings which are taking place as a result of a reported incident. The presentation of this information does not presume the degree of your involvement in the reported incident, and the administrator with whom you are involved will not approach your case with any predetermination of a final disposition. Therefore, the receipt of this material should not be interpreted as a prejudgment of your involvement.

The State of Indiana has charged Vincennes University with the responsibility for providing an orderly university environment conducive to learning in which persons and property are protected from harm. Priorities inherent among these responsibilities include:

- Protect persons and property;
- Uphold Federal, state, local laws and university regulations;
- Provide an orderly environment conducive to learning;
- Encourage the individual growth of students

The Board of Trustees of Vincennes University has adopted university policies and procedures in exercise of the above responsibilities. The university administration is responsible for providing the process for dealing with violations of the policies. The process, which has been developed for handling conduct situations, includes the following:

Conduct Adjudication

Conduct adjudication is a process, which is used for all alleged violations, which may result in a change of student status. The process contains three fundamental steps:

Presentation of Alleged Violations

A student who is accused of an alleged violation of the University Standards of Student Behavior is notified, either in writing (at the last reported local address) or verbally, of the alleged violation by the Dean or Associate Dean of Students.

Hearing

Hearings may be conducted by the Associate Dean of Students, the Dean of Students or other hearing officers designated by the Dean of Students. All hearings provide the opportunity for the accused student to respond to charges, to present witnesses, and to raise questions. The hearing officer, through questioning, seeks to arrive at the truth. Should a student fail to appear at a scheduled hearing, after proper notification, the hearing may be conducted in his/her absence at the discretion of the hearing officer.

Presentation of Decision

An explanation of the action and its effect on the student is made, which may include probation stipulations and future expectations for the student's behavior. The student is informed of the right to appeal and the procedures to follow.

Appeal

A student has the opportunity to appeal the decision of the disciplinary hearing to the Student Life Advisory Committee. Appeal requests must be presented to the Dean or Associate Dean of Students in writing within five business days of the receipt of the decision from the hearing process.

The Student Life Advisory Committee is composed of faculty, professional staff, and support staff. They are identified during the last month of the spring semester and serve the following academic school year.

Description of Rights in Disciplinary Situations

Students have been accorded rights in disciplinary situations by the Board of Trustees in keeping with procedural due process. Basically, students have the right:

- 1) to be aware of the alleged violation a reasonable time before the hearing;
- 2) to bring an advisor to the hearing;
- 3) to have a fair hearing;
- 4) to be informed of the decision; and
- 5) to appeal decisions of the hearing.

The Complainant and Respondent may be assisted by an advisor of their own choice. Advisors are not permitted to speak or to participate in a hearing. Complainants and Respondents who choose an advisor shall notify the Associate Dean of Students or designee prior to the hearing. Advisors may not appear in lieu of the Complainant or Respondent; however, an advisor may consult with the Complainant or Respondent during a hearing and may assist with preparation for the hearing.

Standards of Proof

In many hearings, there will be strong, clear evidence presented to persuade the hearing officer that the student did violate a particular policy. Sometimes, however, there may be ambiguities and contradictions which require that person to decide whom he/she believes or who he/she thinks is more credible. As in a court of law, the student is always innocent until proven otherwise. However, unlike a court, the standard of evidence which must be presented to prove that a student violated the policy is less stringent and the determination of a violation is made on the basis of whether it is more likely than not that the student charged violated the Standards of Student Behavior. This is known as “a preponderance of the evidence.” In other words, if the hearing officer is weighing the evidence on some imaginary scale, he/she must be more than 50 percent sure that the student violated the policy to find him/her responsible. He/she does not need to be 100 percent or even 75 percent sure, just more than 50 percent sure.

Types of Disciplinary Actions

The actions that may be taken when a student is charged with a violation of the Student Standards of Behavior range from not in violation up to and including expulsion from the university. The action taken depends on the severity of the violation, the degree of involvement of the student, the individual circumstances of each case, the student's disciplinary record and possibly the student's academic situation.

Not in Violation - A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.

Warning - Minor violations of the conduct code usually merit a warning. If the student has continued minor violations, they are subject to further disciplinary action.

Disciplinary Probation - A report of the student's misconduct is maintained in the disciplinary records in the Dean of Students Office as a severe warning concerning future violation of the conduct code. If no further violation occurs, the incident doesn't become a part of the student's permanent college records.

Loss of Privileges - Denial of specified privileges for a designated period of time.

Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions - Work assignments, essays, service to the university, or other related discretionary assignments.

Permanent Disciplinary Probation - A report of the student's misconduct is entered PERMANENTLY on his/her college records. This information concerning the violation(s) accompanies the college transcript as a matter of permanent record.

Suspension - In cases of serious misconduct, the student may be suspended from the university for a designated period of time. Once an individual has been suspended, he/she loses the privilege of returning to the university and/or attending any university activity during this period. When a student is suspended, he/she is expected to immediately leave the university. Suspension becomes a part of the student's permanent records.

Expulsion - In cases of serious misconduct, a student may be expelled PERMANENTLY with no option to return to the university. This also becomes a matter of permanent entry on the student's record.

Immediate Temporary Suspension - In cases of serious misconduct, a student may be suspended from the moment of first notification of charges until the hearing. This hearing must be held within a reasonable time after the person has been notified.

Right to Appeal

The right to appeal the Dean or Associate Dean of Students decision is afforded all Vincennes University students as a matter of policy and due process. All appeals of disciplinary hearing decisions will be made to the Student Life Advisory Board and an appeals hearing will be called.

The Appeals Hearing will include:

- the sanctioned student; (who may be assisted by an advisor)
- the Dean or Associate Dean of Students;
- an Appeals Hearing moderator; and
- the five members of the Student Life Advisory Committee.

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the Dean of Students office for specific periods of time:

- 1) Not in violation - one calendar year, unless involved in additional violations.
- 2) Warning, loss of privileges, restitution, discretionary sanctions - one calendar year, unless involved in additional violations.
- 3) Disciplinary probation - two calendar years after the date of the last action taken.
- 4) Permanent disciplinary probation - permanently.
- 5) Suspension - permanently.
- 6) Permanent suspension - permanently.
- 7) Alcohol or drug-related violation - three years following the academic year of violation.

Standards Review

The Standards of Student Behavior shall be reviewed annually under the direction of the Assistant Provost for Student Affairs. In addition, the Faculty Senate will as part of the review be invited recommendations with regard to the Standards of Student Behavior. These recommendations will consist of omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Standards of Behavior. Questions of interpretation regarding the Standards of Behavior or Student Handbook shall be referred to the Dean of Students office. In keeping with normal university policy approval processes, the Standards of Student Behavior and Student Handbook may, at the sole discretion of the university, be amended at any time.

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](#).



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 OEF). 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 fall and spring registration deadlines. 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 an account balance.

IMPORTANT – PLEASE READ:

- Unpaid balances will put a “registration hold” on your student account – preventing you from registering for additional VU courses, in subsequent (future) terms.
- Unpaid balances will also put a “transcript hold” on your student account - preventing you from transferring your VU credit to another institution.
- Unpaid balances will prevent you from dropping a course. If a drop cannot be processed, a final grade will still be assigned to your VU transcript.

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 teacher, 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 TEACHER,
AND TAKE IT TO A PARENT, OR GUARDIAN, WHEN YOU TAKE HOME
THE REGISTRATION FORM FOR THEM TO SIGN.**


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

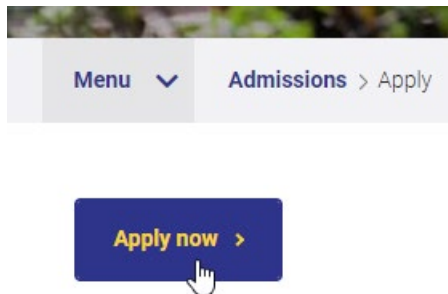
PROJECT EXCEL APPLICATION

Updated: January 2022

Congratulations on taking your first step to applying for the Vincennes University Project Excel program. We are so excited for you to get a jump start on your college education. This guide will walk you through the admissions application process with step-by-step instructions.

Start at: vinu.edu/apply

1. Click the “Apply Now” button




2. Click “Create an account” under “First-time users”

First-time users:

[Create an account](#) to start a new application. 

3. Create an account using your **school email** and your legal (given) name.
 - a. Once you create an account an email will go to the email you entered with a temporary password
 - b. Go back to connect.vinu.edu/apply and click “Log in” under “Returning users”

Returning users:

[Log in](#) to continue an application. 

- c. Log in using your email and temporary password. You will be able to create an original password once you have logged in

- Click "Start New Application"

Application Management

Hello

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

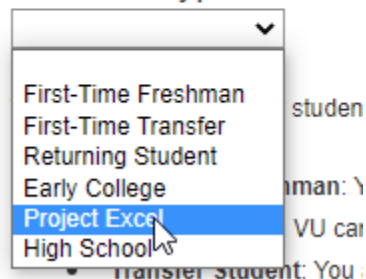
- Select the term you would like to attend
- Click "Open Application"
- Click "Continue" on the Welcome and Instructions page
- Select "**Project Excel**" for your Student Type

Campus and I

Having trouble finding?

Filter by keyword search

*Student Type:

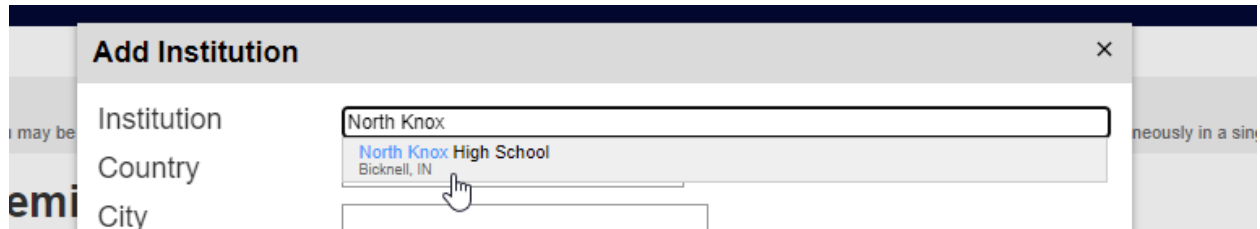


First-Time Freshman
First-Time Transfer
Returning Student
Early College
Project Excel
High School

- Click "Continue"
- Enter your Personal Information accordingly
- Click "Continue"
- Add an Emergency Contact
- Click "Continue"
- Add your High School Information
 - Your Career/CTE Center is **NOT** considered an institution
 - You **MUST** select your school from the prepopulated list
 - Your level of study is "**high school**"

It is **NOT** required for you to know your exact Date Conferred or Expected, GPA, or Class Rank. You may estimate.

- d. Your degree is **“HS Diploma”**
- e. Date Conferred or Expected is the month and year you will graduate from high school



The screenshot shows a web form titled "Add Institution" with a close button (X) in the top right corner. The form has three input fields: "Institution", "Country", and "City". The "Institution" field is active, showing a dropdown menu with the following options: "North Knox", "North Knox High School", and "Bicknell, IN". A mouse cursor is pointing at "North Knox High School". To the left of the form, there is a partial view of another form with the text "i may be" and "emi". To the right, there is a partial view of another form with the text "neously in a sin".

- 15. Click "Continue"
- 16. Read the Signature page and type your name
- 17. Click "Continue"

The Review page will detect any errors on your application. Errors may be missing, required information, or invalid school code. Errors will **NOT** allow you to submit your application.

- *If your error is Invalid School Code you did not select a school within the prepopulated list. You will need to return to the Academic History page and select your school within the prepopulated list.*

- 18. Click "Submit"

You have successfully submitted your application to Vincennes University as a Project Excel student. Congratulations! If you have any questions regarding your application or the program please contact your Project Excel Coordinator.