



VINCENNES
UNIVERSITY

Division of Outreach and Engagement
Indiana Military Education Program

Defense Finance and Accounting Services (DFAS) Program

Student Handbook

Vincennes University
Indiana Military Education Program
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www.vinu.edu/web/military/indiana

The policies and procedures of Vincennes University are defined in the official University catalog. This supplemental handbook highlights those topics particularly applicable to students taking classes as part of the DFAS program.

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Welcome to

Vincennes University

Offering Educational Opportunities to DoD Employees at Defense Finance and Accounting Services (DFAS) Indianapolis
(<http://www.vinu.edu/web/military/indiana>)

Vincennes University (VU) was founded in 1801 as Jefferson Academy by William Henry Harrison, Governor of the Indiana Territory, who later became the ninth President of the United States. Vincennes University is Indiana's oldest college, and currently serves students on its Vincennes campus, two regional campuses in Jasper, IN and the Aviation Technology Center in Indianapolis, IN, and through various outreach and specialized programs.

The Indiana Military Education Program (IMEP), which houses the DFAS Program, is a subset of the Military Education Program (MEP), an outreach program designed to serve the educational needs of military, Department of Defense (DoD), and public service students.

Defense Finance and Accounting Services (DFAS) Program

Vincennes University offers DFAS employees access to a college education by offering coursework at the Major General Emmett J. Bean Federal Center in Indianapolis, IN. Courses are offered in the training center located in the building in order to help satisfy a portion of the positive education requirements (24 hours of Accounting) for GS-510 Accountant qualification.

*Important: Completion of the 24 hours of Accounting alone does not meet the requirements for GS-510 qualification. The U.S. Office of Personnel Management (OPM) standards require additional educational credentials or a combination of education and professional experience. To see the full requirements for GS-510 qualification, please visit the [OPM website](#).

Courses offered to satisfy the 24-hour requirement include:

ACCT 201 Financial Accounting
ACCT 202 Managerial Accounting
ACCT 205 Intermediate Accounting
ACCT 207 Auditing
ACCT 260 Cost Accounting
BLAW 201 Commercial Law I
BLAW 202 Commercial Law II
MGMT 275 Intro to Business Finance

Programs of Study

After completion of the 24 hours, students have the option to build on the credit hours to complete a Certificate of Graduation (CG) and/or an Associate of Science (AS) degree in Accounting, listed below.



5253 Associate of Science - Advanced Accounting Concentration
5254 Certificate of Graduation – Accounting Principles Certificate

Each program curriculum can be found in the Vincennes University catalog (<http://catalog.vinu.edu/>). Additional programs may be completed online through VU's Distance Education program. For a list of those programs, visit <http://vinu.edu/web/distance-education/online-majors>.

Accreditation

Vincennes University is accredited by The Higher Learning Commission. For more information regarding VU's HLC accreditation, see www.hlcommission.org.

Admission

Students are eligible for admission to the program based on active employment with DFAS, an agency of the Department of Defense (DoD). In some cases, students may be asked to provide proof of high school graduation, successful completion of the GED®, or credits earned from other colleges.

How to Apply

Students apply to the DFAS program when registering for their first course by submitting a Registration Form, supplied by the program Director. The registration form is also available on the IMEP website: <https://www.vinu.edu/web/military/indiana>. Admission to the program is processed by the program Director.

Placement Testing

Placement testing may be required to determine English and Mathematics proficiency if the student does not have applicable credit from another institution. The program Director will inform the student if placement testing is required and provide information on how to complete the testing.

Transfer Credit

To have credits transferred from other schools, students need to request that an official transcript from the previous institution be sent directly to the Registrar's Office on the Vincennes Campus. Transcripts that are issued to the student or transcripts submitted by the student, even if they are sealed, cannot be accepted. A transcript must be sent from each school you have attended. Vincennes University will evaluate each transcript on an individual basis. The Academic Dean and Registrar reserve the right to accept or reject credit from other institutions. Transcripts should be sent to:

Vincennes University
Registrar's Office
1002 North 1st Street, WAB-01
Vincennes, IN 47591

Electronic delivery of transcripts is also accepted and should be sent to StudentRecords@vinu.edu.

Military Experience Evaluation

Students with previous military experience may submit appropriate documentation of military training and experience to be evaluated for awarding college credit. Official military transcripts include:

Army, Navy, Marine Corps, Coast Guard - Official Joint Services Transcript (JST)

- Request online at: <https://jst.doded.mil/jst/>

Air Force - Official transcript from Community College of the Air Force (CCAF)

- Request online at:
<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

Military transcripts are evaluated and credit is awarded based on the recommendations of the American Council on Education (ACE). Credit is awarded for training schools and job-related experience that directly corresponds to Vincennes University courses. Credits given are for lower-division undergraduate (freshman and sophomore level) courses only.

Students may request that military experience be re-evaluated as the result of new and/or upgraded training or promotion by ordering an updated copy of their military transcript.

Transferability Statement

The transferability of credits earned at Vincennes University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Vincennes University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Vincennes University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Vincennes University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Academic Advising & Registration

Vincennes University's Indiana Military Education Program Director provides academic advising for students enrolled through the DFAS program including processing course registrations and providing guidance on degree requirements and progress. Please see the Contact section of this handbook or the Indiana Military Education Program website (<https://www.vinu.edu/web/military/indiana>) for contact information.

Tuition & Fees

Tuition

	Lower Division (100-200 Level)	Upper Division (300-400 Level)
DFAS (on-site classes)	\$203.86/credit hour	N/A
Distance Education (online)	\$242.94/credit hour	\$280.62/credit hour

Fees

Some courses may include fees for laboratory supplies and equipment, or other special course materials. Students should inquire about specific course-related fees before registering.

Payment of Charges

Tuition payment and class fees are due by the official class start date. Unpaid balances may result in holds being placed on the release of academic transcripts or new course registration. Payments can be made over the phone with the Military Education Program Account Specialist at 812-888-5423 or online through MyVU (more information on MyVU is provided on page 11 of this handbook).

DFAS Tuition Assistance

Many students participating in the DFAS program utilize tuition assistance offered by the agency. Students should consult with their supervisors and Human Resources department in order to inquire about how to determine eligibility and apply for this funding.

If DFAS tuition assistance is being used to pay all or part of the tuition and fees, an approved tuition assistance authorization, known as an SF-182, should be submitted with the registration form, along with any payment for which the student is responsible. After receipt of the authorized SF-182, Vincennes University will invoice DFAS for payment.

Veterans Affairs Education Benefits

Students wishing to use their education benefits from the Department of Veteran Affairs (VA) should contact the Director or the Veterans Support Services office, located on the Vincennes Campus. Proof of benefit eligibility must be provided by the student for benefit processing. More information can be found on the Veterans Support Services website: <https://www.vinu.edu/web/veterans/home>.

Federal Financial Aid

In addition to DFAS tuition assistance and veteran's education benefits, students are also encouraged to apply for federal financial aid. Students who wish to utilize federal Financial Aid will need to provide a copy of their high school transcripts with graduation date or a copy of their GED® transcript with passing test scores.

Applying for Aid

To complete the Free Application for Federal Student Aid (FAFSA), visit <https://studentaid.gov/h/apply-for-aid/fafsa/>. For additional assistance regarding your Financial Aid application and eligibility at Vincennes University, you can contact the program Director or Financial Services at 812-888-4361 or email fa@vinu.edu. For additional information, visit <https://www.vinu.edu/web/financial-services/welcome>.

Withdrawal/Refund Policy

All student-initiated withdrawals from courses must be requested and processed through the program Director, who will supply a withdrawal form. Withdrawals will be refunded under the following schedules:

Refunds

16-week courses (Fall & Spring): Students who drop one or more courses during the first week of regular day classes will receive a 100 percent credit adjustment of tuition; during the second week, a 75 percent credit; adjustment during the third week, a 50 percent credit adjustment; during the fourth week, a 25 percent credit adjustment; during the fifth week or after, *no credit adjustment*.

8-week courses (Fall & Spring): Students dropping courses during the first three business days will receive a 100 percent credit adjustment of tuition; during the fourth through the sixth business days of a term, a 75% credit adjustment; during the seventh through the ninth business days of a term, a 50% credit adjustment; during the tenth through the twelfth business days of a term, a 25% credit adjustment; and no credit adjustment thereafter.

10-week courses (Summer): Students dropping courses or withdrawing from school the second day of regular classes will receive a 100 percent credit adjustment; the third or fourth day, a 75 percent credit adjustment; fifth or sixth day, a 50 percent credit adjustment; seventh or eighth day, a 25 percent credit adjustment; and no credit adjustment after the eighth day a class meets.

The program Director or Administrative member of the University may exercise the right to grant 100% refunds of tuition charges upon withdrawal, superseding the schedule outlined above, if deemed appropriate.

Faculty-Initiated Withdrawal of Students from Class

Students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction, are eligible to be dropped from class for non-attendance.

Extensions

For 16, 10, and 8-week courses, instructors may choose to grant students an incomplete grade, permitting students another 50% of the original term to complete a course. These arrangements must be made directly with the instructor before the end of the original term. Extensions should not be requested after the course end date. Extensions are only granted for extenuating circumstances. Documentation of the extenuating circumstance is required. Only one extension per course during a semester will be granted. At the completion of the extension, the grade earned will be submitted. If an extension is granted, the student

will not be allowed to drop the course during the extended time. Students who are granted extension must show active participation by meeting due dates and goals set by your instructor. Failure to participate during an extension will end the extension and the grade earned will be submitted.

Diverse Abilities and Accommodations

The Office of Diverse Abilities and Accommodations reviews requests and determines appropriate accommodations for students with disabilities. Students with psychological, physical, sensory, communicative and/or learning disabilities should seek out this office as soon as possible after admission to VU if they require academic accommodations. The student will be required to provide copies of medical or psychometric evaluations that document the presence of a disability and the impact of the disability on the student's level of functioning. The Office of Diverse Abilities and Accommodations also coordinates the availability of assistive technology at various campus locations to provide accessible classroom materials and equipment. Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair, non-discriminatory treatment. The Office of Diverse Abilities and Accommodations is located in the Shake Learning Resource Center on the Vincennes Campus. Their phone number is 812-888-4501. Specific procedures for requesting an accommodation for a disability may be found at the Office of Diverse Abilities and Accommodations website at: <https://www.vinu.edu/web/diverseabilities-and-accommodations/welcome>. Students that will be requesting accommodations should view the Diverse Abilities and Accommodations website for documentation requirements.

Academic Honesty

Vincennes University 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 and that the work was completed in a manner consistent with University policies and regulations. Acts of academic dishonesty are subject to disciplinary sanctions and include, but are not limited to instances of cheating, plagiarism, or other forms of misrepresenting academic work.

1. Examples of cheating include, but are not limited to, accessing information or using resources not expressly permitted during an examination, doing work for another student, and receiving or disseminating content of an assignment or activity (e.g. test, quiz, paper) without instructor permission.
2. 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 or applicable permissions.
3. Other forms of academic dishonesty include, but are not limited to, submitting the same work for multiple assignments without instructor permission and furnishing false information to any university official, faculty member, or office.

The instructor will determine appropriate student disciplinary action that is consistent with the academic dishonesty policy contained in the syllabus of the instructor, which may include referral to the Office of

the Dean of Students for appropriate disciplinary action in keeping with procedures used in the handling of other types of student conduct situations

Graduation

When a student has met all degree requirements, he/she may submit a Petition for Graduation through the program Director. The Office of the Registrar, who determines if all graduation requirements have been met and the degree or certificate may be conferred, will complete a degree audit. Degrees are awarded in May, August, and December each year.

- In order to graduate, all students, whether baccalaureate or associate degree level, must achieve a minimum 2.0 cumulative GPA (C average) exclusive of hours marked W (Withdrawal) and developmental courses. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.
- Credits toward graduation will be accepted from accredited transfer institutions of higher education; CLEP general examinations or subject examinations; USAFI, ECE, or DANTES courses or tests; service school courses and military science credits in accordance with the ACE Guide; and, College Board Advanced Placement Program.
- All students must earn, from the University, a minimum of 30 semester hours of credit toward a baccalaureate degree, 15 semester hours of credit toward an associate degree, and 50% of the semester hours of credit toward a certificate.

Students participating in the DFAS program are eligible to participate in the Commencement ceremony on the Vincennes Campus, if desired.

Student Grievance Policy

If students have grievances involving University professors or staff members, they are to process such grievances through the University administrative structure. The student should first discuss any grievance thoroughly with the professor or staff member. If the grievance is not resolved, the student should discuss such with the faculty or staff member's immediate supervisor. Any unresolved grievances can be processed through the administrative structure to the President, if necessary. The resolution of student grievances will be transmitted to the student and through the administrative structure to all involved parties.

1. The student should meet with and discuss the matter thoroughly with the professor or staff member attempting to reach resolution immediately, but no later than 30 calendar days after the incident(s) has occurred.
2. If resolution is not achieved and the student wishes to pursue his/her grievance, the grievance must be filed in written form with the direct supervisor of the faculty or staff member. The grievance must be filed within one week after the meeting with the faculty or staff member, subject to the availability of the parties involved.
3. The supervisor receiving the grievance will do the following within three weeks:
 - a. Inform the faculty or staff of the receipt of the grievance.

- b. Investigate the situation, which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, additional documents and other information relevant to the situation.
 - c. The supervisor makes a ruling regarding the grievance within one week after the requested documents are received and conferences concluded.
4. If either party wishes to appeal the ruling, a statement of appeal must be filed with the direct supervisor of the person making the previous ruling within one week of the postmark of the letter containing the original grievance decision.
 5. The hearing process is repeated with the addition of information from the original supervisor. If the appeal is filed by the faculty or staff, the student will be duly notified.
 6. The grievance may be continued by either party through the administrative structure to the President.

Student Complaint Policy

The Complaint:

The complaint is a written concern or formal document of student dissatisfaction related to lack of fairness or denied access to what is deserved; the student complaint may reflect concerns about University personnel, services, or processes that should be investigated, clarified, and resolved.

Informal Complaints may be addressed to any staff, faculty or supervisor, as appropriate to the concern. If the informal process does not resolve the concern, students may submit a formal complaint. A verbal complaint that is resolved will not be tracked.

Formal Complaints are defined as those written and signed by the student. Complaints received by the student are regarded as written and signed when they are sent on the student's University e-mail address or come to the Dean of Students Office for assistance. If a complaint is submitted without a student's name, the complaint will not be considered. Formal complaints will be tracked to ensure action has been taken.

When initiating a formal complaint, the following steps should be followed:

- Be sure you have attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.
- Complete and submit a VU Student Complaint Form (these should be submitted online or to the Dean of Students Office).
- When the complaint is received it will be forwarded to the appropriate individual to review and address the issue.
- The formal complaint procedure is set up to take no more than 50 business days. To have remedy under the formal complaint process, complaints must be filed within 30 days of the incident. Complaints filed more than 30 days after the incident will not be accepted.
- After your concern has been addressed, you will receive correspondence documenting the receipt and review of your complaint. Notice of the formal complaint will be in writing within five business days of the receipt of the decision from the hearing process.

All formal complaints must be submitted within 30 days of a particular incident using the VU Student Complaint Form: both Academic and Non-Academic Forms are available online and through the Dean of

Students Office. Please consult the VU catalog for information regarding issues or concerns that are not covered by the Student Complaint Policy, such as sexual harassment or grade appeal. Student-to-student complaints are addressed in the Student Code of Conduct and the ResLife Handbook. For guidance, students may also contact the Dean of Students Office.

SPECIAL NOTE: Sometimes VU students find they are particularly pleased with how something has been handled for them, how they were assisted by a particular staff or faculty, the positive experience they had in a specific class, or some other activity at VU. As a student you should know that the same “Student Complaint Form” that is used to lodge a concern, can also be used to provide a written compliment or note of appreciation. In this case, the process for submitting the form is the same as for filing a formal complaint.

Student Accounts (MyVU)

All Vincennes University students are assigned a MyVU account along with a student ID when they are admitted and register for their first class(es). The Student ID and log in information for MyVU is provided to the student’s University Preferred Email Address (this will be the email address you provided during registration). MyVU is a secure site that provides students, faculty, and administration with Intranet and Internet services.

Through your MyVU account, you can do the following:

- view your class schedule
- view/update what personal information the University has on file
- check your financial aid status
- find your midterm and final grades (grade books found on Blackboard are unofficial, you will need to consult MyVU to see your official grades)
- look up your unofficial transcript
- pay University bills online

For additional help with logon ID and passwords, please call the IT department at 812-888-4332 (select option 1) or email: myvuhelp@vinu.edu.

Contact

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812-888-4386
asievers@vinu.edu