

# Student Handbook

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Office of Dual Credit  
Early College  
Project Excel

# Table Of Contents

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| <b>Table Of Contents.....</b>                                                | <b>2</b>  |
| <b>About Vincennes University.....</b>                                       | <b>3</b>  |
| Accreditation.....                                                           | 3         |
| Vincennes University Mission Statement:.....                                 | 3         |
| Vincennes University Vision Statement:.....                                  | 3         |
| Vincennes University Values:.....                                            | 3         |
| <b>Dual Credit Programs.....</b>                                             | <b>4</b>  |
| Project EXCEL.....                                                           | 4         |
| Early College.....                                                           | 4         |
| Teaching Modality.....                                                       | 5         |
| Program Cost.....                                                            | 5         |
| Textbook Cost.....                                                           | 5         |
| <b>Curriculum Standards.....</b>                                             | <b>5</b>  |
| Assessment.....                                                              | 5         |
| Understanding Your Course Syllabus.....                                      | 5         |
| Textbook/Course Materials.....                                               | 6         |
| Classroom/Lab/Equipment Approval.....                                        | 6         |
| Advanced Placement (AP).....                                                 | 6         |
| Credit from Two Institutions for the Same Class.....                         | 6         |
| Grading Standards.....                                                       | 7         |
| <b>Dual Credit Students.....</b>                                             | <b>7</b>  |
| Eligibility and Requirements.....                                            | 7         |
| Accommodations for Students with Diverse Abilities.....                      | 8         |
| Online Application.....                                                      | 8         |
| Course Registration.....                                                     | 9         |
| Dropping Or Withdrawing From A Course.....                                   | 9         |
| Future Financial Aid Eligibility & Satisfactory Academic Progress (SAP)..... | 10        |
| Financial Aid.....                                                           | 10        |
| Student Billing.....                                                         | 10        |
| 1098-T Tax Information.....                                                  | 11        |
| Transcripts and Transfer Credit.....                                         | 11        |
| <b>Privacy of Student Records and Information.....</b>                       | <b>12</b> |
| <b>Advising and Student Resources.....</b>                                   | <b>12</b> |
| Shake Library (Online Learning Resources).....                               | 13        |
| Tutoring, Learning Coaches, and Academic Support.....                        | 13        |
| Technical Support.....                                                       | 13        |
| <b>Placement Testing.....</b>                                                | <b>14</b> |
| Accuplacer.....                                                              | 14        |
| World Languages - Advanced Placement.....                                    | 16        |
| <b>VU Standards of Student Behavior.....</b>                                 | <b>16</b> |
| Introduction.....                                                            | 16        |
| <b>Additional Resources.....</b>                                             | <b>20</b> |

# 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) since 2005

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, cooperation, and individual freedom.
- An environment that encourages cultural enrichment and diversity, including cultural and intellectual diversity.
- Continuous improvement through data-informed planning and evaluation.

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

# Dual Credit Programs

Vincennes University has been a pioneer in concurrent enrollment programming. The idea of concurrent enrollment first emerged in 1975, conceived by Dr. Gerald Altstadt, then Dean of Vincennes University's Jasper campus. This led to a partnership with Marian Heights Academy, an all-girls boarding school in Ferdinand, Indiana. Thirteen high school seniors enrolled in VU English Composition I and VU Plant & Animal Biology. The program, then known as dual credit, was expanded to Loogootee High School in Loogootee, IN, where a high school instructor taught a VU Intro to Chemistry course. In 1985, the dual credit program was renamed Project EXCEL.

This dual credit program quickly grew across Indiana, with 1,157 unique students enrolled in VU Project EXCEL courses across 28 counties by the Fall of 2002.

Building upon the foundation laid by Project EXCEL, a new, more comprehensive approach to dual credit began in 2007. This was the launch of the Vincennes University Early College program, a significant evolution in the partnership between the MSD of Wayne Township and Vincennes University. It began at Ben Davis University Early College High School, born from a simple yet profound conversation—and, as legend has it, an idea jotted down on a napkin—between then Vincennes University President Dick Helton and then MSD of Wayne Township Superintendent Terry Thompson. From that initial spark, a full-fledged program developed, with its first class proudly graduating in 2010.

From those early conversations and first classes, the dual credit vision has exploded in scale; by 2024, the University supported over 27,000 enrollments across its Fall and Spring semesters.

## Project EXCEL

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 dual-credit courses. The number and selection of Project EXCEL dual credit courses offered at each high school or career center vary based on the number of eligible, VU-approved instructors at that 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 established by NACEP for concurrent enrollment/dual credit programs.

## Early College

The Early College model is a transformative dual credit program designed to seamlessly blend high school and college curricula. This innovative approach offers students a rigorous yet highly supportive environment that effectively condenses the time it takes to complete the first two years of college while simultaneously earning their high school diploma. It's more than just earning credits; it's about cultivating a college-going culture in which the expectation of postsecondary attainment is deeply embedded in the learning environment.

This unique model meticulously integrates students' high school and college experiences, both intellectually and socially, guiding them along specific curriculum pathways that span from college preparedness to career readiness. It goes significantly beyond the state's minimum dual credit requirements, providing enough advanced coursework for students to potentially earn a certificate of program completion, a certificate of graduation, an associate degree, or complete up to two years of coursework toward a bachelor's degree—all before they even graduate high school.

## Teaching Modality

The Vincennes University Dual Credit programs offer the following instructional modalities:

- **Face-to-Face (F2F) Instruction** - Courses are taught in a traditional classroom setting by a VU-approved instructor from a high school/career center.
- **Online Instruction\***
  - **Traditional Online** - Courses are taught online by a VU adjunct. There is no classroom instructor.
  - **HELPHS** – Hybrid Educational Learning Program for High Schools – Courses are taught only by a VU adjunct lead instructor. A facilitator is present in the classroom only to proctor and monitor. Classroom facilitators are not credentialed instructors; therefore, they do not teach the course curriculum.

***\*Dual Credit students should not be enrolled in regular Vincennes University Distance Education courses. Students will not receive the Dual Credit tuition rate.***

## Program Cost

- Courses taught by a VU-approved high school instructor: \$25 per credit hour\*
- Courses taught by a VU adjunct: \$75 per credit hour
- Courses offered online: \$100 per credit hour plus the current textbook cost
- Tuition fees for select CTE courses are waived under VU's CTE Dual Credit Fee Waiver.

*\*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, as well as other materials required for the course(s). Schools may choose to pass along associated costs, in whole or in part, 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

## Understanding Your Course Syllabus

The course syllabi and curriculum for each VU dual credit course must be the same as or equivalent to those for the corresponding course taught on the VU campus, including learning outcomes, course objectives, grading standards, evaluation, and assessment criteria. All syllabi are edited and approved through the Simple Syllabus platform. Syllabi must be provided to and adhered to by all students participating in the class.

One of the most important tools in your dual credit class is the course syllabus. A syllabus is like a roadmap for the course; it explains what you will learn, what assignments you will complete, and what your instructor expects from you throughout the semester.

Because dual credit courses are college-level classes, students are expected to carefully review the syllabus at the beginning of the term and refer to it regularly throughout the course and take responsibility for understanding the information in the syllabus and keeping track of important dates and deadlines.

Your syllabus will usually include:

- Instructor Information: How to contact your instructor and when they are available to help.
- Course Expectations: What you will learn and what skills you will develop during the course.
- Assignment Due Dates: Important dates for homework, quizzes, projects, papers, and exams.
- Grading Information: How your final grade will be calculated and expectations for completing work on time.
- Attendance & Participation Policies: Expectations for being present, participating, and staying engaged.
- Required Materials: Textbooks, supplies, or online resources needed for the class.
- Class Policies: Information about late work, academic honesty, and classroom expectations.

Learning how to use and follow a syllabus is an important college success skill that will help you become more independent, responsible, and prepared for future college and career opportunities.

## Textbook/Course Materials

Each VU academic department determines whether a dual-credit course must use the same textbook and course materials as on campus or may use another college-level textbook. Determination and approval vary by course and department.

## Classroom/Lab/Equipment Approval

Select dual credit courses require approval of the classroom, lab, and/or equipment before the course is approved for dual credit at the respective partner school. A Classroom/Lab/Equipment Approval Form must be completed and submitted to the Dual Credit office before the faculty application process begins.

## 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, 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 in dual credit after the registration deadline, nor opt for dual credit if they do 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 grading policies for high school and dual credit courses may differ, we encourage our partner schools to adopt VU grading policies for the high school grade to maintain transcript consistency between high school and Vincennes University.

**Incomplete Grades** – Vincennes University dual credit students are not to receive an incomplete as a final grade. An incomplete grade will be assigned only to a dual-credit student in cases of extenuating circumstances or a medical emergency. The Associate Provost of K12 Programs and Partnerships will make the final decision if the situation warrants an incomplete. If approved, the contract will be completed and submitted to the Registrar's Office for entry, with a 30-day deadline for all requirements to be met. If the coursework is not completed by the end of the contract, the "I" grade will automatically be changed to a "W," and the student must re-enroll and pass the course to establish credit.

## Dual Credit 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 VU Dual Credit Crosswalk 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 to enroll in subsequent related dual credit coursework in the same subject area.
2. All VU Dual Credit courses have minimum grade-level requirements for enrollment. Freshman enrollment is very limited. While sophomores can enroll in many of our courses, especially the CTE offerings, some courses are open only to juniors and/or seniors. To learn the specific grade-level requirement for our courses, please refer to the VU Dual Credit Crosswalk.
  - a. Sophomores who have completed two or more years of the corresponding high school world language course may 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 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 Dual Credit office has authorized an alternative format.
4. Both new and returning students are required to complete the Dual Credit Online Application prior to registering for dual credit courses each year. Please refer to the Online Application section below.
5. 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 prerequisites and placement requirements and shall adhere to the same rigor, curriculum, and evaluation criteria of the VU dual credit course.
6. Home-schooled students who meet all eligibility criteria may enroll in Dual Credit courses through their local high school, with permission of the high school principal or administrator
7. By enrolling in a VU Dual Credit course, students understand that academic freedom is upheld, allowing the instructor and students to engage in discussions they feel are important for clarifying

and understanding the course content without fear of censorship, as is expected in a university-level course. Students understand that they may encounter adult language and images, as well as 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 used as needed in the classroom.

8. All dual credit students are held accountable to all VU and Dual Credit policies and rules, including, but not limited to, those outlined in the Dual Credit Student Handbook, which may be found on the Dual Credit 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 VU Dual Credit course. In the college setting, authorized accommodations may differ from those granted for high school courses, since the laws that apply to colleges and universities differ from those that apply to the K-12 school system.

Vincennes University reserves the right to determine appropriate accommodations for students taking Accuplacer tests and college-credit classes. Dual Credit 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 are available on the VU Diverse Abilities and Accommodations website. Click [here](#). The VU Diverse Abilities and Accommodations office may be contacted at [disabilityservices@vinu.edu](mailto:disabilityservices@vinu.edu) or 812-888-4501.

## Online Application

Students who wish to participate in Vincennes University Dual Credit programs must complete/login to the Dual Credit Online Application portal prior to registering for dual credit courses each semester.

- A. **New Students:** As a first-time VU Dual Credit Student, you must create an account within the University's Online Application portal. After completing the Online Application, a student ID (A#) will be emailed to the preferred email address entered on the application. Students must have a valid personal or school-issued email address to participate in the program.
- B. **Returning Students:** To reactivate your student status each semester, simply log back into your account using your existing login credentials. Please remember to review and update your contact information each time you log in to ensure your personal details are up to date.

Students must provide a valid high school-issued or personal email address that can and will be checked promptly. Once the Online Application has been received, an email will be sent to the student containing their student ID (A#) and VU-x login credentials. Students having trouble with their VU-x account should contact the Information Technology (IT) Help Desk at 812-888-4332.



## Course Registration

After the student logs into their Online Application portal, they'll be directed to the Dual Credit course selection screen. The available course selections will be based on the high school and/or career center that the student listed when completing their Online Application. From there, the student will select each course they wish to enroll in for VU Dual Credit.

Once the student has completed their course selections, their part of the course registration process is complete. From there, an advisor will review each student's eligibility and prerequisites for their selected courses. If a student does not meet the necessary requirements, they will be denied enrollment. If the student meets all requirements, they will be approved for enrollment in their course and officially placed on the VU official roster.

### **Student Course Selection Deadlines:**

**Fall, 1st & 2nd Trimester, and Yearlong Courses - Late August**

**Spring and 3rd Trimester Courses - Late January**

For the precise deadlines each academic year, please refer to the Academic Year's Dual Credit Due Dates document. This document is shared via email with all secondary school partners at the start of each academic year.

## Dropping Or Withdrawing From A Course

If a student wishes to drop a course, a Student Drop Request must be submitted to the Dual Credit Office before the official drop window deadline. These specific deadlines occur in the fall, mid-year, and spring and are established for each academic cycle. Deadlines are shared with our K-12 partners at the beginning of each school year. Please consult the current academic year's Dual Credit Due Dates document, or check with your instructor or counselor to ensure all requests are submitted before the window closes. The Dual Credit Office cannot process student-initiated drop requests after these established deadlines have passed.

### Student-Initiated vs. Instructor-Initiated Withdrawals

While students typically choose to drop a course on their own, it is important to know that instructors also have the authority to withdraw you from a class:

- **Student-Initiated Drops:** If you choose to leave a class before the official deadline, your instructor or the school's administrator must submit the request through our online system.
- **Instructor-Initiated Drops for Non-Attendance:** If you miss unexcused class hours totaling twice the number of credit hours for the course, or the equivalent of two weeks of class instruction, your instructor may administratively withdraw you from the class after the drop deadline. Depending on your academic standing at the time you stopped attending, your instructor will assign a final transcript grade of WN (Withdrawal for non-attendance, Not Failing) or WF (Withdrawal for non-attendance, Failing).

### Important Considerations for Your Academic Record

It is helpful to understand how withdrawing from a course impacts your long-term academic record:

- **Before Roster Verification (Completely Removed):** If you submit a drop request before your instructor validates the official course roster, the course will be completely removed from your Vincennes University transcript. It will not appear as an attempted course, and there will be no record of it in your permanent college history.

- After Roster Verification (The "W" Notation): Once the official course roster has been validated, any student who subsequently drops will receive a "W" (Withdrawal) on their permanent transcript. While a standard "W" is a neutral mark that does not impact your college GPA, it does stay on your transcript as an "attempted" course.
- Instructor Drops for Attendance ("WN" vs. "WF"): If you are administratively dropped by an instructor for non-attendance after the deadline, it will appear on your transcript. A WN (Not Failing) will not affect your GPA, but a WF (Failing) counts as an F and will lower your college GPA.

### Financial Aid & Academic Success

All withdrawals (W, WN, and WF) remain on your permanent history as "attempted" college hours. When you apply for federal financial aid in the future, your eligibility is partly based on your completion rate, which is the ratio of courses you finish versus those you start. Dropping early before roster verification avoids this entirely. While a single withdrawal is very unlikely to cause issues, maintaining a strong completion record from the start is a great way to ensure a smooth transition into full-time college life. If you are feeling overwhelmed or falling behind on attendance, we highly encourage you to chat with your instructor or counselor first to see how they can help you finish the course successfully.

## Future Financial Aid Eligibility & Satisfactory Academic Progress (SAP)

Did you know that taking a VU dual credit course officially starts your permanent college transcript? Because of this, the grades you earn and the credits you attempt now will impact your future financial aid eligibility under federal **Satisfactory Academic Progress (SAP)** rules. This follows you whether you stay at VU or transfer to another college after high school.

### What you should do:

- **Think before you drop or add:** Before registering for a dual credit course—or if you are thinking about withdrawing from one—talk to your high school counselor or the VU Dual Credit office. We want to make sure your academic and financial future stays on the right track!
- **Seniors:** If you have questions about how your dual credit grades might affect your financial aid, reach out to the financial aid office at your future college or university.

## Financial Aid

- **Dual Credit Students are not eligible for Student Financial Aid through Vincennes University,** but may pursue financial assistance independently.
- Students whose parents are eligible for the Disabled Veterans' or Purple Heart benefits must file the FAFSA. They must also visit the IDVA Veterans Service Center website and complete and submit the appropriate forms based on disability and time of service. Once approved, the student must mail or hand-deliver the sealed document to the VU Financial Services Office.

## Student Billing

Billing for Vincennes University (VU) dual-credit courses varies by program. It's important to understand the differences between Project EXCEL and Early College billing.

For Project EXCEL courses, fees are billed electronically to the student's VU-x account and are non-refundable. These fees are due within 15 days of the billing statement notice, which is sent to the student's preferred email address as provided during the Dual Credit Online Application. Students are responsible for all qualifying tuition fees. They may not enroll in subsequent Project EXCEL courses or transfer earned credit to another university until all balances are paid in full. Students may retake a VU Dual Credit course once; however, a \$ 25-per-credit-hour fee applies to retakes, regardless of waiver eligibility.

Early College courses operate on a Third-Party Billing model. For these courses, the University will send a bill directly to the partner high school or career center where the courses are offered. The partner school is then responsible for paying the total tuition for their enrolled Early College students, rather than the University billing the students directly.

Project EXCEL partners who wish to participate in Third-Party Billing are welcome to do so. They simply need to notify the Dual Credit office of their intent to participate.

## 1098-T Tax Information

American Opportunity and Lifetime Learning Tax Credits - Tax Relief Act of 1997

The IRS requires us to provide you with a Form 1098-T to complete IRS Form 8863. Vincennes University MUST obtain your correct identifying number to file Form 1098-T Tuition Statement with the IRS and furnish a statement for you. This will be your Social Security number SSN. **If you have not submitted your SSN on your VU dual credit application, please contact the VU Dual Credit Office.**

Detailed information on charges, payments, grants, and scholarships (which you will need) is available by accessing VU-x. This information must not be construed as tax advice. The amounts and calculations used to determine the credit are the taxpayer's decision after consideration of relevant IRS regulations, Form 8863, and, perhaps, the advice of a tax consultant. Due to changes to institutional reporting requirements under federal law, beginning with tax year 2018, we will report in Box 1 the amount of QTRE you paid during the year. Depending on your income (or your family's income, if you are a dependent), whether you were considered full or half-time enrolled, and the amount of your qualified educational expenses for the year, you may be eligible for a federal education tax credit. You can find detailed information about claiming education tax credits on page 9 of the



IRS PUBLICATION 970.

## 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 placed until the balance is paid in full.

Students who wish to use course credit from another institution to satisfy a VU degree requirement or course prerequisite must have an official transcript sent directly to the VU Registrar's Office by the granting institution. Unofficial transcripts issued to the student or transcripts without a final grade will not be accepted.

# 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 present 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 to most dual credit students. This exception allows Vincennes University to share student records and information with parents or guardians without the student's prior consent.

VU Dual Credit believes that managing college-level responsibilities is a vital part of a student's personal and academic maturity. To support this growth, Vincennes University Dual Credit instructors communicate directly with students regarding their records. We encourage parents/families to partner with us in safeguarding their student's rights by discussing progress with their student first and reserving direct communication with the instructor for necessary situations.

In accordance with state guidelines and 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.

## Advising and Student Resources

Success in college-level coursework requires more than regular classroom attendance; it demands intentional engagement with the academic resources, support services, and guidance systems designed to promote student achievement. As a dual credit student, you are beginning your postsecondary journey while still in high school, and developing strong academic habits early will be critical to your long-term success in college and beyond. To support students in achieving their educational, career, and personal goals, Vincennes University provides comprehensive access to a wide range of academic advising and student support services.

Academic advising is a cornerstone of the dual credit experience, especially in the VU Early College Program, helping students make informed decisions about course selection, academic pathways, career exploration, and future college opportunities. Through proactive advising, students gain a clearer understanding of degree requirements, transfer opportunities, career readiness, and strategies for maintaining academic success while balancing high school and college expectations. Vincennes University offers academic advising support through two primary pathways:

### **In-Person Advising (Early College Sites):**

Dedicated on-site administrators and Early College staff members located at participating high schools and career centers provide personalized academic and career guidance to students enrolled in Early College programs. These professionals work closely with students to assist with course planning, college and career exploration, graduation pathway alignment, degree mapping, and preparation for postsecondary enrollment. Advisors also help students navigate important milestones such as college admissions, financial aid awareness, and credential attainment.

### **Virtual & Phone Advising (All Dual Credit Sites):**

All dual credit students, regardless of location, have access to individualized advising appointments with the Vincennes University Dual Credit Office through virtual or phone-based meetings. These one-on-one sessions allow students and families to receive personalized support on academic planning, credit transferability, course sequencing, and university resources. Students may conveniently schedule appointments through the "Advising" section on the Vincennes University Dual Credit website.

The Dual Credit office works closely with university departments to ensure student success. If you have specific questions regarding degree requirements, course content, or departmental standards, our office will facilitate a direct connection with:

- **The VU Student Success Center:** For comprehensive, deep-dive advising on degree maps, academic pathways, and institutional persistence.
- **VU Faculty Liaisons and Department Chairs:** For subject-specific inquiries regarding course curriculum, academic expectations, and rigorous departmental standards.

## Shake Library (Online Learning Resources)

All Dual Credit students have full access to VU's Shake Library digital collection. This includes online databases, scholarly journals, and e-books required for research. To access these resources, students log in to the [Shake Library Website](#) using their VU-x credentials. For research assistance, students can utilize the 'Ask A Librarian' chat service.

## Tutoring, Learning Coaches, and Academic Support

College coursework sometimes requires support outside of the scheduled class time. VU provides and recommends the following resources to assist students in mastering course content:

- **On-Site Academic Support:** Select Early College locations provide in-house tutors and learning coaches. These staff members are available to help you develop study strategies, manage your workload, and understand complex assignments. Please consult your instructor or site coordinator to determine the availability and schedule of these resources at your specific location.
- **STEM Support (Math & Science):** For specialized assistance in math and science, students have access to [AskRose.org](#). This is a free tutoring service specializing in STEM fields for Indiana students, providing expert help via chat, email, or phone.
- **Writing & Composition Support: \* The Purdue OWL:** For guidance on APA and MLA formatting, citations, and the writing process, students are directed to [The Purdue Online Writing Lab \(OWL\)](#).
- **Learning Resources:** All students are encouraged to use the Shake Library (referenced above) for access to research databases and peer-reviewed journals necessary for college-level inquiry.

## Technical Support

For assistance with VU-x access, Multifactor Authorization, or Blackboard navigation, students should contact the VU IT Help Desk at 812-888-4332 or [ITHelpDesk@vinu.edu](mailto:ITHelpDesk@vinu.edu).

# 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 are available on the Dual Credit webpage

**Note:** Minimum score requirements vary by course. For a detailed breakdown of these requirements, please consult the VU Dual Credit Crosswalk and the course listing available on the Dual Credit 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 Dual Credit 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:

- A. Qualifying scores refer to the minimum scores required as outlined in the VU Dual Credit Crosswalk, not qualifying scores required by another institution for like courses.
- B. The retest guidelines follow the same criteria as stipulated below.
- C. 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 use 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 who will be administering the Accuplacer test. The responsibilities for test administration may not be delegated to another individual. It is the responsibility of the school and the proctor to provide a proper testing environment that facilitates 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 with ample notice of testing dates to allow for preparation and to offer access to 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 the compromise of proctor login credentials and passwords, the possibility of screen captures of content, and unauthorized use of websites, calculators, etc. Violation of this policy could jeopardize the Accuplacer license and the program's use 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:

- A. Retests cannot be taken within 14 days of the last Accuplacer test date, regardless of the testing site or institution administering the test.
- B. Test-takers may retest on all or part of the Accuplacer. The three retesting options 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.
- C. Retests must be completed, and scores reported to the VU Testing Center prior to the applicable student registration deadline. No placement retests 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 the 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 who 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 ensure protection of the testing protocol and test content. Upon test completion, ALL internet browser history, cookies, and other data must be deleted by the proctor, and the device must be 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 the content of the Accuplacer test. No de-briefing of the test by the proctor or instructor is permitted. The Accuplacer test has built-in accommodations for unlimited time and calculator use on mathematics problems when allowed. 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 the course prerequisites 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](mailto: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 any student who needs to retake them.
4. If a student does not reach the minimum score on the second attempt, the student will be allowed one more opportunity at the start of classes in 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 Student Code of Conduct is addressed through an educational process designed to promote safety and good citizenship, and, when necessary, appropriate consequences are imposed as sanctions.

The Vincennes University Student Code of Conduct is a statement of expectations for students and student organizations based on the philosophy of Vincennes University and Federal and State laws. These regulations are prepared to protect the health, welfare, and safety of Vincennes University students. Most of the regulations, accordingly, reflect the policies of Vincennes University, State and Federal laws, or those of common sense. The Student Code of Conduct policy applies to all students enrolled in Vincennes University courses. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the university community, and to contribute positively to student and university life. Therefore, students should understand the specifics of the conditions they have accepted upon enrollment. Students need to be aware that violations of the University Student Code of Conduct may result in disciplinary action.



**Definitions.** The following definitions apply to terms found in the Student Code of Conduct:

1. "University" and "campus" are used interchangeably, and both apply to Vincennes University.
2. "Student" includes all persons taking courses at the university, both part-time and full-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students". Therefore, sanctions can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the university while a disciplinary matter is pending.
3. "Code" represents the Student Code of Conduct.
4. "University official" includes any person (student, faculty or staff) employed by the university and performing administrative or professional duties, or any person serving the university in an official capacity.
5. "Member of the university community" includes any person who is a student, university official, trustee, or any other person serving the university in an official capacity, university guests on university property, or at a university-related activity.
6. "University property" includes all real or personal property in the possession of or owned, used, or controlled by the university and all university facilities, whether utilized by the university or a university auxiliary organization.
7. "Organization" means any registered student club or organization.
8. "Shall" and "will" are used in the imperative sense.
9. "May" is used in the permissive sense.
10. "Day" applies to a day when the university is open for normal business, regardless of whether classes are in session (e.g., the day preceding Thanksgiving). In determining any deadlines as set forth in the Code, references to a number of "days" prior to or after the occurrence of an event shall not include the day of the event.
11. "Health" applies to physical or mental well-being.
12. "Deliberate Indifference" refers to the conscious or reckless disregard of the consequences of one's actions or inactions.
13. "Student Code of Conduct Administrator" includes the Dean of Students or any other university official assigned to administer the code of conduct and to perform the duties prescribed in these procedures.

**Jurisdiction.** The Student Code of Conduct addresses misconduct that occurs on university premises and off-campus behavior when it may have or has had an adverse impact on the university community or, if repeated on the university campus, poses a threat to the safety of members of the university community.

The Code also applies to university-sponsored events, activities, trips, etc., that may occur off campus. A student who violates the Code and breaks the law is subject to university, civil, and/or criminal authorities. The university, at its sole discretion, may pursue disciplinary action against a student who is also subject to criminal proceedings. The university reserves this right even if criminal charges are pending, reduced, deferred, or dismissed.

The Vincennes University judicial system is the responsibility of the Office of Judicial Affairs through the Dean of Students' office. The Dean of Students has specific responsibility for the operation and administration of the judicial system.

**Misconduct Activities That Subject a Student or Student Organization to Disciplinary Action.**

Vincennes University recognizes that it must create an environment in which each student is free to pursue their academic interests without interference from others. This includes upholding the integrity of the academic process and providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Apathy or deliberate indifference is not a neutral act and may violate this standard.

### ***Protecting the Rights of the Educational Process***

Students are expected to respect the educational process for the benefit of themselves and others. Therefore, the following behavior is subject to disciplinary sanctions.

1. Acts of dishonesty, including, but not limited to, the following:
  - a. Academic dishonesty (please refer to the section titled Academic Honesty for a detailed definition of academic dishonesty.)
  - b. Furnishing false information to any university official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. (This policy is not intended to hinder organized, peaceful, and orderly protests.)

Incidents under 1.a. will be subject to disciplinary action consistent with the instructor's academic dishonesty policy, which may include referral to the Dean of Students for appropriate action. Incidents under 1.b., 1.c., and 2. 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 their presence, supporting of any of the following activities, constitutes misconduct for which students may be subjected to disciplinary action. Student organizations may be subject to disciplinary action up to and including revocation of recognition. 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/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 purposes of this policy, the current active state code requires that consent 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. hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization; (Expressed or implied consent of the victim will not be a defense.)
5. Failure to comply with verbal and/or written instructions of university officials acting in the performance of their duties and made within the scope of their authority; (Students shall honor the official request of any university official in the performance of their duties. Each staff or faculty member represents the institution, and the attack or threat of attack on an official is a threat against the university itself. The above is also applicable to student employees when performing their duties within the scope of their authority. Grievances against a staff or faculty member may be filed with the program and department head responsible for that area of the university in accordance with the institution's grievance policy.

6. violation of any policy, rule, or regulation published in hard copy or available electronically on the university website;
7. violation of any federal or state law;
8. possession of firearms, explosives, or fireworks;
9. the use or threat of use of a weapon, or any item or object that simulates weapons, on university premises that could harm, threaten, or cause fear to others;
10. falsely reporting a fire, bomb, or any other emergency by any means;
11. misuse or unauthorized possession of university-owned emergency or safety equipment, creating a fire hazard, or unauthorized possession of flammable or hazardous material;
12. disrupting the normal operations of the university and/or infringing on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any university building or area; (This policy is not intended to hinder organized, peaceful, and orderly protests.)

### ***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 their own actions, and on maintaining dignity and truth. The following restrictions outline the primary parameters for which 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 are responsible for the actions of their visitors or guests. Students are expected to take reasonable action to prevent their guests from violating university regulations.
3. Failure to comply and/or interfere with the university disciplinary system.
4. Students shall not falsify or misrepresent facts on any university form or document, or the unauthorized and/or improper use of a university form or document.
  - a. *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 housing contracts, registration material data sheets, fee receipts, checks for payment to the university, applications for vehicle registration, applications to be an exception to the housing policy, applications for release from a housing contract, listing an incorrect place of residence, or failure to update a change of correct address.
  - b. *ID Card Policies.* It shall be illegal for a student to allow their Student Identification Card to be used by another person (whether a student or not). These cards are the Property of the university and entitle the student to certain privileges. Therefore, no student shall have access to privileges based on anything other than their own Student Identification Card. Further, it is against university regulations for any person to alter the information on the Student Identification Card in any way. This card must always be carried by the student and shown to any university official upon request.
5. All activities sponsored by student organizations must be approved by the Student Activities Office in the PE Complex, room 102. The student organization itself and individual students involved will be held responsible for violations of the Student Code of Conduct.
6. Computing resources may not be used for illegal or disruptive purposes. Examples include:
  - a. Unauthorized copying or use of copyrighted material.
  - b. Destruction of or damage to hardware, software, or data belonging to Vincennes University or other users.
  - c. Disruption or unauthorized monitoring of electronic communications.
  - d. Harassment of other users.
  - e. The accidental or intentional introduction of a destructive program, such as a "virus," can have serious consequences. Users should be aware of the threat of viruses on networks and in public labs, and use adequate protection to prevent their spread to their own machines. Both freeware and commercial anti-viral programs are available from various

sources. Any attempt to compromise the university's computer security systems will not be tolerated.

7. Computing resources shall be used in accordance with the high ethical standards of the university community. Examples of unethical use, which also may involve illegality, include:
  - a. Violations of computer system security.
  - b. Unauthorized use of computer accounts, files, and data that do not belong to the user.
  - c. Unauthorized use of access codes assigned to others.
  - d. Intentional use of computer telecommunication facilities in ways that impede the computing activities of others.
  - e. Academic dishonesty (plagiarism, cheating).
  - f. Violation of software license agreements.
  - g. Violation of network usage.
  - h. Violation of another user's privacy.

### ***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 violations to long-term undercover investigations by local, state, or federal agents and agencies.

The inappropriate use of a controlled substance is detrimental to Vincennes University's faculty, staff, students, and the public served. The university will attempt to assist a student or employee involved with the inappropriate use of alcohol or a controlled substance in obtaining rehabilitation. However, the ultimate responsibility for overcoming a dependency or inappropriate use of alcohol or of a controlled substance is that of the individual. Details of the policy are printed and distributed annually in the Student Handbook and University Employee Manual. Vincennes University has an alcohol abuse program emphasizing education and intervention and meets the requirements of the present drug and alcohol requirement, including the Drug Free Schools and Communities Amendments of 1989.

## **Additional Resources**

For additional Dual Credit resources, contact our office at [VUDualCredit@vinu.edu](mailto:VUDualCredit@vinu.edu) or visit the Dual Credit website by clicking [here](#).