

**Vincennes University**  
**Project EXCEL Dual Credit Program**  
**2021-2022 Memorandum of Understanding**

with

**Central Nine Career Center**

The purpose of this agreement is to set out the terms and conditions upon which courses will be offered in partnership with Vincennes University's dual credit program, Project EXCEL. The purpose of this partnership is to allow eligible high school students to enroll in Vincennes University (VU) courses and receive college credit and high school credit, concurrently.

Under this agreement, Vincennes University and Central Nine Career Center agree to provide opportunities for eligible students to enroll in Vincennes University Project EXCEL dual credit courses, earning both Vincennes University and high school credit, culminating in the successful completion of the course content. A qualified high school instructor, approved by Vincennes University as an adjunct faculty member, will teach the Project EXCEL dual credit course during the regular high school day.

Please refer to the "Approved Project EXCEL Instructor and Course List" (Attachment A) for a list of approved instructors and courses. Attachment A will not include instructors who have not completed all requirements for final approval, including the required orientation sessions, and submission of the VU HR packet and official transcripts, where applicable.

This agreement establishes adherence to the following Policies and Procedures:

**High School Instructors**

**Approval Process and Requirements** – Instructors are responsible for:

1. Submitting all required VU adjunct faculty application materials for Vincennes University approval; and completion of all final approval requirements, PRIOR to the established deadlines.
2. Submitting all required Vincennes University Human Resource (HR) paperwork, including official transcripts/certifications/licensures (as requested), and a signed Project EXCEL Instructor Agreement, prior to receiving final approval to teach a dual credit course through Project EXCEL.
3. Participation in two required orientation sessions prior to final approval to teach Project EXCEL courses. The first is a discipline-specific session with a designated faculty liaison for each course being taught. The second is an administrative orientation session with a Project EXCEL staff member. The instructor is responsible for contacting the VU faculty liaison and Project EXCEL office to schedule the required orientation sessions.
4. Ensuring that the high school has adequate facilities, equipment, and resources to support the VU course (as stipulated by the VU faculty liaison and/or department chair) prior to teaching the course for dual credit. A Classroom, Lab, and Equipment Approval form is required for select Project EXCEL courses, and must be approved by the corresponding VU department.

**Program Requirements** – Prior to each course term, instructors are responsible for:

1. Promoting Vincennes University, its degree and certificate programs, and notifying eligible students of the dual credit opportunities available through Project EXCEL.
2. Submitting a Course Information Form (CIF) for each course, and each term in which the course is taught, to the Project EXCEL office, prior to the established deadlines.
3. Submitting a copy of the course syllabus, demonstrating equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the main campus, to the Project EXCEL office for approval by the designated due date.

**Course Management** – Instructors are responsible for:

1. Providing students with class time, computer/internet access, and instructions to complete the required Project EXCEL Online Enrollment Form (OEF) at the beginning of the semester/term, and prior to registration form submission.
2. Distributing the approved VU course syllabus to students, and utilizing the syllabus as the course guide and outline.
3. Ensuring that students enrolled in Project EXCEL dual credit courses meet all student eligibility requirements, including class standing and any applicable placement scores and/or course prerequisites.
4. Reviewing and approving all student registration forms for accuracy and completion, prior to submission to the Project EXCEL office by the designated due dates.
5. Directing students to the Project EXCEL website for access to the student handbook.
6. Signing and submitting verified class rosters, as sent by the Project EXCEL office at the end of the registration period, for the applicable term, by the designated due date.
7. Submitting signed and completed student drop forms, by the applicable deadline, for students who wish to drop a course.
  - a. Approval for student drops after the deadline, due to extenuating circumstance, will be considered on a case-by-case basis.
8. Providing students with class time, computer/internet access, and instructions to complete the SurveyDIG end of course evaluation, during the open window, at the conclusion of each course
9. Posting final grades, electronically, in accordance with the guidelines and time frames set forth by Vincennes University and Project EXCEL. This responsibility must be fulfilled by the designated due date as part of the eligibility requirements to receive the full administrative stipend for which s/he is entitled to receive

**VU Adjunct Faculty Requirements** – Instructors are responsible for:

1. Signing and submitting signed Adjunct Faculty Performance Reviews, as sent by the Project EXCEL office each academic year, by the designated due date.
2. Submitting a Course Improvement Plan, as requested by the Project EXCEL office, by the designated due date.
3. Submitting copies of student work, exams, and grades, as requested by the faculty liaison and/or Project EXCEL office.
4. Participation in all required VU assessment activities, and submission of assessment artifacts, by the designated due date.
5. Allowing and participating in periodic classroom visits, with the VU faculty liaison or designated representative, either in person or via Zoom.
  - a. A visit is required during the first year in which an instructor begins teaching.
  - b. Subsequent visits will be determined and scheduled by the faculty liaison, and shall occur no less than every three years.
6. Participation in the required VU dual credit annual professional development session, in accordance with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation standards.
7. Notifying the Project EXCEL office immediately if the instructor becomes unable to teach the VU dual credit course, and is likely to be absent for 10 or more consecutive days.
  - a. Project EXCEL will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit can still be awarded to enrolled students.
  - b. A long-term, temporary instructor, with background and experience in the discipline, may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. If approved, the Project EXCEL staff and faculty liaisons will work with the temporary instructor to ensure that the VU curriculum continues to be followed, and that appropriate assessment and pedagogy is employed in the instruction of the course content.

8. Following the established guidelines for the Project EXCEL administrative stipend eligibility.
  - a. The administrative stipend is based upon the number of unduplicated student enrollments, as outlined in the current Project EXCEL Policies and Procedures manual.
  - b. The stipend is compensation for the administrative responsibilities associated with the student registration process, not for teaching the course. Instructors are responsible for
    - i. Ensuring all student registrations are legible, completed accurately and thoroughly, and submitting all required registration paperwork by the designated due date.
  - c. Release of the stipend payment is also dependent upon submission of the following, by the designated due date:
    - i. VU course syllabi, each term in which the course is taught;
    - ii. Verified and signed class rosters for all courses, each term the course is taught;
    - iii. The Adjunct Faculty Performance Review and Course Improvement Plan (as requested); and
    - iv. Electronic submission and verification of ALL final grades into VU's Banner system, during the designated grading window.
9. Adhering to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, HLC, and NACEP, as set forth in the Project EXCEL Policies and Procedures, and/or as communicated by the Project EXCEL office.

## Students

**Student Eligibility and Participation Requirements** – Students are responsible for:

1. Meeting applicable class standing requirements. Students must have a high school junior or senior class standing for most Project EXCEL dual credit courses. Select courses, as indicated on the Project EXCEL Course Listing and Placement Chart, are open to eligible sophomores.
2. Meeting any applicable course placement scores and/or prerequisites, as outlined in the Project EXCEL Course Listing and Placement Chart, prior to enrolling in a Project EXCEL course.
  - a. Adhering to VU's Dual Credit Accuplacer Retesting Policy, when applicable. Students will automatically be permitted to take up to two VU Accuplacer testing sessions in the academic year prior to starting VU Project EXCEL courses. Retests cannot be taken within 14 days of the last Accuplacer test, regardless of the testing site (i.e. other post-secondary administered test).
  - b. Please refer to the Project EXCEL Policies and Procedures and/or Project EXCEL website for detailed guidelines concerning VU's Accuplacer Retest Policy.
3. Completing the VU Project EXCEL Online Application/Enrollment Form, with a valid email address that they can and will check, prior to submitting a completed student registration form.
4. Submitting legible, accurate, thoroughly completed, and signed course registration form(s) to the high school instructor, or designated high school representative, for submission to the Project EXCEL office by the designated due date.
5. Paying all applicable tuition fees, as billed to the student's MyVU account, by the designated due date.
  - a. A tuition fee of \$25 per credit hour to enroll in each course, unless otherwise exempt as stipulated in PL 185 (eligible for the National Lunch Program); or when the course falls under Vincennes University's Career & Technical Fee Waiver. Project EXCEL students are not eligible for other forms of student financial aid.
  - b. Electronic billing statements will be sent to students, via the preferred email address they listed on the Online Enrollment Form. Fees are due within 15 days of the email notification. Credit cards or electronic checks are the accepted forms of payment.
  - c. Failure to pay course fees will result in transcript and registration holds on the student's VU account. Students will be unable to request official transcripts for the purpose of transferring credit to another post-secondary institution and they will be unable to register for future VU courses until all outstanding fees are paid in full.

6. Achieving a minimum of, or 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 discipline, in accordance with Indiana HEA 1213.
7. Requesting official Vincennes University transcripts be sent to their institution of choice for credit transfer to another institution.
  - a. Final approval of transfer credit resides at the accepting institution.
  - b. Transcripts will not be released to another institution or employer for students who have a hold on their account for any outstanding fees.
8. Adhering to all Vincennes University and/or Project EXCEL program requirements, including the Vincennes University Standard of Student Behavior and guidelines listed in the Project EXCEL Student Handbook.

## High School/Career Center

Project EXCEL partner schools are responsible for:

1. Ensuring that the partner school has adequate facilities, equipment, and resources to support the course prior to offering the course for dual credit. Select courses require classroom, lab, equipment approval by the VU department prior to being able to offer the course.
2. Releasing instructors from their teaching responsibilities to participate in a required curriculum orientation session, when the session is held on the Vincennes University campus, prior to final approval to teach a Project EXCEL course. If necessary, the partner school will be responsible for securing and compensating a substitute for the high school class during the instructor's absence to attend this required session.
3. Securing instructor and student textbooks, course materials, and/or required equipment and supplies for each dual credit course, as designated by the VU faculty liaison or department representative. The partner school may choose to pass along associated costs, in full or in part, to the student and must ensure that students have access to the required textbooks and/or course materials.
4. Promoting, and making all eligible students aware of, the dual credit opportunities available through the school's partnership with Project EXCEL.
5. Providing a representative to serve as a proctor for administration of the VU Accuplacer computerized placement test, where applicable. The representative must be approved through VU's Testing Center prior to test administration.
6. Verifying student enrollment eligibility, and completing all applicable Project EXCEL processes and paperwork for students enrolling in courses that have course prerequisite and/or placement score requirements.
7. Providing computer, internet, and/or student owned cell phone access to students for completion of the following tasks. This includes addressing firewall issues, and adjusting settings when necessary, in order for students to:
  - a. Complete the required Online Enrollment Form (OEF);
  - b. Access email from Vincennes University pertaining to the student's MyVU account, student ID and password; and
  - c. Participate in the SurveyDIG end of course evaluation, required at the end of each course term.
8. Verifying a student's eligibility for the National Free and Reduced Lunch Program, on the student registration form, in order for the student to qualify for the \$25 per credit hour fee waiver. The school must keep documentation on file should it be requested.
9. Releasing instructors to participate in a required, one-day annual professional development session, in accordance with the HLC and NACEP accreditation guidelines, when the session is held on the VU campus or another VU designated location. The high school/career center will be responsible for securing, and compensating, a substitute for the high school class during the Project EXCEL instructor's absence to participate in this required session.

10. Notifying the Project EXCEL office immediately if the instructor becomes unable to teach the VU dual credit course, and is likely to be absent for 10 or more consecutive days.
  - a. Project EXCEL will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit can still be awarded to enrolled students.
  - b. A long-term, temporary instructor, with background and experience in the discipline, may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. If approved, the Project EXCEL staff and faculty liaisons will work with the temporary instructor to ensure that the VU curriculum continues to be followed, and that appropriate assessment and pedagogy is employed in the instruction of the course content.
11. Utilizing the Indiana Liberal Arts and CTE Priority Dual Credit Crosswalks, and/or the Next Level Programs of Study (NLPS) Crosswalk to correctly identify the IDOE or NLPS course number(s) to be designated on the high school transcript for each Vincennes University dual credit course.
12. Adherence to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, HLC, and NACEP; and following all program requirements set forth in the Project EXCEL Policies and Procedures and as disseminated by the Project EXCEL office.

## Vincennes University Responsibilities

Vincennes University and/or the Project EXCEL office will:

1. Conduct an administrative orientation session, for each new instructor, prior to his or her final approval to teach Project EXCEL courses.
2. Provide a VU faculty member to serve as the faculty liaison for each Project EXCEL instructor. The faculty liaison is responsible for:
  - a. Planning and conducting an initial orientation session for each new course an instructor is approved to teach.
  - b. Serving as a resource for questions regarding course content, classroom activities, student evaluations, teaching methodologies, assessment requirements, and other topics related to maintaining the academic integrity of the VU dual credit course(s).
  - c. Planning and coordinating annual, discipline-specific, professional development sessions related to curriculum, assessment, technology, pedagogical processes, and/or other discipline related information.
  - d. Conducting periodic classroom visits, including a required visit during the instructor's initial year of instruction. Subsequent class visits are determined and scheduled by the faculty liaison, no less than every three years.
3. Generate and distribute a report to the partner school staff, to be utilized for IDOE reporting purposes, verifying the students who have earned VU credit during the academic year.
  - a. This report will include the academic term, student names, VU course numbers and titles, and the grade earned for each course.
  - b. This report will be generated and sent by the Project EXCEL office no later than June 30 of each academic year, once the VU grading window has closed and all final grades have been entered.
4. Communicate program updates including, but not limited to, changes in course offerings, placement score requirements, program guidelines, and faculty credentialing requirements. Any such information will be communicated to partner school instructors, counselors, and/or administrators via email and/or the Project EXCEL website.
5. Serve as the primary resource regarding Project EXCEL administrative and program information; including policies, procedures, and requirements; and will disseminate ongoing electronic correspondence regarding such information.
6. Mail or email an official transcript to Project EXCEL students, upon student submission of the electronic transcript request form, providing that the student has no holds on his/her student account.

## Transcripts and Credit Transfer

College credit, earned through Project EXCEL, is transcribed credit that will become part of the student's official academic record at Vincennes University. While most colleges and universities will accept credit earned with a grade of C or above, approval resides at the accepting institution. Occupational/technical course credits are applicable to specific curricula and are intended to prepare students for continued education or employment in these areas. Project EXCEL courses included in the Indiana Core Transfer Library (CTL) are subject to transferability, as stipulated by the CTL agreements and guidelines. A high school representative should advise students to consult with their post-secondary institution of choice to determine how courses will be accepted for transfer.

This Memorandum of Understanding is in effect until June 30, 2022. A revised MOU may be issued should a change occur in teaching assignments, faculty credentialing requirements, or courses offered by Project EXCEL and/or Vincennes University. A revised "Approved Project EXCEL Instructor and Course List" (Attachment A) will be issued as needed to reflect such changes.

AS APPROVED BY:



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Heather Marchino  
Senior Director of Dual Credit Partnerships  
Vincennes University

Date: 7/26/2021

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Dr. William Kovach, Director  
Central Nine Career Center

Date: \_\_\_\_\_

**2021-2022 Approved Project EXCEL Instructor and Course List**

As of August 1, 2021, the instructors and courses, listed below, are currently approved through Vincennes University's Project EXCEL dual credit program, in partnership with Central Nine Career Center. *Please note that this list does not include instructors or courses lacking required documentation for final approval. This list may also include courses that instructor chooses not to offer during a given academic year.*

<u>Instructor Name</u>	<u>VU Course Title and Number</u>
Lawton, Patricia	HIMT 110
Smith, Jessica	HIMT 110
Tunis, Janice	HIMT 110