



# **Dual Credit Program**

## **POLICIES AND PROCEDURES**

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## Program Overview

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 partner high school or career center. High school teachers who meet the Vincennes University faculty credentialing requirements may be approved to teach Vincennes University Project EXCEL courses for dual credit during the regular high school schedule. The number and selection of Project EXCEL dual credit courses provided at each high school or career center varies in accordance with eligible, approved instructors at each location.

The [National Alliance of Concurrent Enrollment Partnerships](#) (NACEP) accredits Vincennes University's Project EXCEL dual credit program. This accreditation signifies that Project EXCEL meets or exceeds the national standards established by NACEP for concurrent enrollment/dual credit programs.

The policies and procedures contained herein have been established and adopted to ensure consistent quality and academic integrity throughout the program.

## SECTION I. Curriculum Standards

1. Course Outline/Syllabus - the common course outline/syllabus used in each Project EXCEL course must be the same or equivalent to the corresponding course taught on the VU campus, including course objectives, grading standards, evaluation, assessment, and learning outcomes; and must be provided to and adhered to by all students participating in the class.
2. Textbook/Course Materials - each VU academic department determines whether a Project EXCEL course must be taught using the same textbook and course materials as used on campus or whether another college level textbook may be utilized, as approved by the department. Determination and approval varies by course and department.
3. Classroom/Lab/Equipment Approval Form – Select Project EXCEL courses require approval of the classroom, lab, and/or equipment, prior to the course running for dual credit. Typically, this [form](#) is completed and submitted by the high school instructor prior to the faculty application being processed.
4. Advanced Placement (AP) - Providing that the VU curriculum and standards are followed and all Project EXCEL policies and procedures are adhered to, the approved Project EXCEL instructor may choose to incorporate Advanced Placement (AP) curriculum as an addendum to the VU course outline and syllabus.

Students have the option to take the AP exam and/or earn dual credit through Project EXCEL, with the understanding that the AP curriculum is to be incorporated as additional course content. Students wishing to earn dual credit must register for the Project EXCEL course at the beginning of the corresponding semester. Students may not enroll for dual credit past the registration deadline nor opt for dual credit should they not pass the AP exam with an acceptable score.

5. Credit from Two Institutions for Same Class - Approved Project EXCEL instructors may **NOT** offer dual credit for 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.

## SECTION II. Students

### A. Eligibility and Requirements

1. Students must meet all minimum placement scores and/or course prerequisite requirements established for enrollment in the Project EXCEL course(s) and must have PSAT, SAT, ACT, and/or Accuplacer scores on record with their high school prior to the beginning of the semester in which the course is offered. Please refer to the Project EXCEL [Course Listing and Placement Chart](#) for course-specific prerequisites and minimum placement scores. For more information regarding placement testing, please refer to Section VIII of this document. In accordance with Indiana HEA 1213, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale in order to enroll in subsequent related dual credit course work in the same subject area.

2. **Students must have a junior or senior level standing in order to enroll in most Project EXCEL courses.** The following exceptions apply to sophomore students:
  - a. Sophomores, who have had two or more years of the corresponding high school foreign language courses, will be permitted to enroll in FREN 101, GRMN, 101, or SPAN 101 for VU credit. This allows students, who began taking foreign language courses in 8<sup>th</sup> grade to, enroll in dual credit courses commensurate with their level of knowledge. Upon completion of the associated 101 course, with a grade of C or better, sophomore students will be permitted to enroll in FREN 103, GRMN 103, or SPAN 103, respectively, the following semester.
  - b. Sophomores will be permitted to enroll in VU's COMP 110, Introduction to Computer Concepts.
3. Students are subject to the [VU Attendance policy](#) and must complete course requirements in the traditional, face-to-face format.
4. All new and returning students are required to complete the Project EXCEL Online Enrollment Form (OEF), **prior** to registering for dual credit courses, each year. This process will automatically generate a Student ID (A#) that will be emailed to **new** students. The student A# is required on the Project EXCEL registration form and for all VU Accuplacer testing. **Students must have a valid personal or school-issued email address that they can, AND WILL, utilize as a requirement of program participation.** *Returning students will be required to complete the online enrollment form, each year, to verify all information is current, including mailing address, phone, and email.*
5. Students must print legibly and fill in all requested information on the registration form, including his or her social security number, VU student ID (A#), email address, phone number, and both student and parent signatures. Student social security numbers are **required** in accordance with IRS Code 1.6050S-1, in order for the University to provide students, and their parents, with a 1098T form regarding educational tax benefits they may be eligible to receive.
6. Students participating in a Project EXCEL course, who are choosing not to enroll in the course for college credit, shall still meet all applicable course prerequisite and placement requirements, and shall adhere to the same rigor, curriculum and evaluation criteria of the Project EXCEL course.
7. Students seeking accommodations and support from VU's Office of Disability Services must submit their request and documentation prior to or at the beginning of the semester in which they are enrolled for dual credit courses. In the college setting, the accommodations authorized may not match those granted for high school courses, since the laws that apply to colleges and universities are not the same laws that apply to the K through 12 school system. Vincennes University reserves the right to determine appropriate accommodations for students who will be taking Accuplacer tests and classes for college-level credit at Vincennes University. Project EXCEL students are enrolling in a college level course, therefore, testing results will be reviewed to determine if the guidelines for a college student (not a high school student) have been met. Additional information may be found on the Disability Services [website](#) under [Early College/Project EXCEL Dual Credit](#) or by contacting the Disability Services office at [disabilityservices@vinu.edu](mailto:disabilityservices@vinu.edu) or 812-888-4501.
8. While there is currently no cap on the number of credit hours a student may earn, VU approval is required for any student wishing to enroll in more than 18 credit hours in a single semester.
9. If a student wants, or needs, to drop a course, a completed and signed Student Drop Form must be received in the Project EXCEL office on or before November 1 for fall courses, February 1 for yearlong courses, and April 1 for spring courses. Appeals for dropping a course past the deadline will be considered, on a case-by-case basis, for extenuating circumstances only (those that prevent the student from earning high school credit as well).
10. Home schooled students, who meet all eligibility criteria, may enroll in Project EXCEL courses through their local high school, with permission of the high school principal or administrator.
11. Students may retake a Project EXCEL course one time. However, all students must pay the \$25 per credit hour fee if taking the course for a second time, regardless of waiver eligibility.
12. Students must read and adhere to all program guidelines as outlined in the Project EXCEL Student Handbook, which may be found on the [Project EXCEL website](#) under [Student Resources](#).

## **B. Privacy of Student Records and Information**

1. The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that protects the privacy of student education records. Students enrolled in dual credit courses provide a unique situation. While the rights under FERPA belong to the parents or guardians with respect to high school records, they generally belong to the student with respect to postsecondary records.

However, FERPA's provisions allowing disclosure of information to parents of students who are dependents for income tax purposes would apply for most dual credit students. This exception allows Vincennes University to share student records and information with parents or guardians without prior consent from the student upon presentation of income tax records demonstrating the student is a tax dependent. Parents or guardians seeking access to their child's Vincennes University student records/information must submit the "Parent Verification of Student Dependency and Request for Student Records/Information Form" available on the [Project EXCEL website](#).

Project EXCEL strongly encourages parents of dual credit students to respect the student's ownership of his or her education record at the college level and seek ways to gain that information while safeguarding the student's rights and responsibilities. Project EXCEL instructors should make every attempt to communicate with and through the student, as an important maturation point for college students. We ask that the parent communicate with their child first, then, only as necessary, with the instructor.

The student may give written authorization to Vincennes University to release his or her student records/information to a parent/guardian by submitting the "Student Release of Records/Information Authorization Form" available on the [Project EXCEL website](#) under student resources.

2. In accordance with state guidelines, as well as program policies and procedures, Vincennes University and the high school or career center may share records and information for students enrolled in Project EXCEL dual credit courses.

## **SECTION III. Enrollment and Textbook Costs**

1. There will be a fee of \$25 per credit hour for each course enrollment. A special tuition fee waiver is currently in effect for **select** career & technical courses. Please refer to the [Career and Technology Fee Waiver Course List](#) to view courses currently eligible under the career and technical fee waiver.
2. Students who are eligible for the National School Lunch Program will have the \$25 per credit hour tuition fee waived. In order to receive this benefit, a school representative must verify eligibility on the student's registration form. Documentation of eligibility must be kept on file within the school corporation and made available as requested by the Project EXCEL office.
3. Fees for Project EXCEL courses are billed, electronically, to the student's MyVU account and are non-refundable. Fees are due within 15 days of the billing statement notice, which will be sent to the student's preferred email address, as listed in the Online Enrollment Form (OEF).
4. Schools are responsible for obtaining instructor and student textbooks, and other materials required for the course(s). Schools may choose to pass along associated costs, either in part or in full, to the student. School corporations may inquire about reimbursement as stipulated on the Indiana Department of Education website. Textbooks may be ordered from the VU Old Post Bookstore. Please refer to the [Textbook Requisition Form](#) available on the [Project EXCEL website](#) for more information.

## **SECTION IV. High School Instructors**

### **A. Qualifications and Approval**

1. Faculty approval for all Project EXCEL instructors are processed in accordance with the same credentialing requirements established for faculty members on the VU campus, as established by Vincennes University and developed in accordance with the qualifications and guidelines set forth by the Higher Learning Commission's requirements for faculty appointments.

- Traditional credentials for general education/non-occupational courses are a master's degree in the discipline or a master's degree with 18 graduate hours in the discipline (not pedagogy driven).
  - Credentials for career and technical courses typically include a bachelor degree in the subject area or an associate's degree in the subject area with a minimum of 2 years occupational experience. Consideration for these courses will also be based on licensures, certifications, and years of professional experience.
  - The faculty application priority deadline is March 1 for fall and yearlong courses, and October 1 for spring courses. Once approved, all requirements, including participation in a required orientation on the VU campus and receipt of all official transcripts and HR paperwork must be completed no later than May 1\* for fall courses and December 1 for spring courses. \*Based upon faculty liaison availability during summer months, **select** disciplines may accept late faculty approvals with a deadline of August 1 for all requirements listed above.
2. In order to begin the approval process, each high school teacher must submit the following items:
    - A current, detailed resume.
    - Copies of all undergraduate and graduate college transcripts – must be legible and indicate all completed coursework and degree(s) earned (**official transcripts required upon approval**).
    - All applicable licensures/certifications, related to the discipline, including an Indiana teaching license or workplace specialist license.
    - A signed [Liberal Arts OR Career & Technical Instructor Application Checklist](#).
    - Letters of recommendation and other documentation of discipline specific expertise may be requested if professional experience is being utilized for the faculty approval process.
  3. Project EXCEL instructor applications must be approved by the Senior Director of Dual Credit programming, department chair, division dean, and the Provost. **Please note that official college transcripts may be required upon approval & must be issued directly to Vincennes University.**
  4. Prior to final approval to teach a VU Project EXCEL dual credit course, new instructors must:
    - Submit all required HR paperwork.
    - Have all requested official transcripts sent directly to VU-Project EXCEL.
    - Complete the required orientation session with the faculty liaison on the VU campus.
    - Ensure that the school has adequate facilities, equipment, and resources to support the Vincennes University Project EXCEL course prior to teaching the course for dual credit.
  5. Only approved Project EXCEL instructors are authorized to deliver course content for Project EXCEL courses. Project EXCEL does not allow an approved instructor to serve as the instructor of record while another individual delivers course content. For courses that are taught by more than one instructor, all instructors (including teacher assistants/aides) must be approved Project EXCEL instructors. In such cases, one instructor will be designated as the primary instructor and will be responsible for submitting student grades; however, all instructors will be considered instructors of record for each course. Project EXCEL does not allow student teachers to deliver course content.

## **B. Instructor Responsibilities**

Project EXCEL instructors must agree and adhere to the following responsibilities. Teaching privileges may be revoked for any Project EXCEL instructor who does not comply with all policies, procedures, and requirements established by Vincennes University and Project EXCEL. Instructors are responsible for the following:

1. Ensuring that students enrolled in dual credit courses through Project EXCEL all meet requirements for student eligibility. This includes class standing, applicable placement scores, and any applicable course prerequisites (i.e. C or better in prerequisite course). PLEASE **DO NOT** submit registration forms for students who do not meet eligibility criteria.
2. Explaining all program policies, guidelines, and eligibility guidelines to students wishing to participate in the dual credit class. **This includes Online Enrollment Form (OEF) requirements and instructions.**

3. Submitting fully completed and legible student registration forms with all required information, including the students social security number, VU student ID (A#), date of birth, student **AND** parent signatures, and Free and Reduced Lunch waiver eligibility (if applicable) by the registration deadline.
4. Verifying and submitting a signed class roster(s), sent to you by the Project EXCEL office, for each course/section, each term in which the course is offered, by the applicable deadline.
5. VU Course Syllabus:
  - a. Utilizing the VU common course outline and syllabus, as provided by the faculty liaison. The syllabus must also be submitted to, reviewed, and approved by the faculty liaison/department chair each term for which the course is taught. The syllabi must be approved by the faculty liaison and demonstrate equivalency for course objectives, assignments, grading standards, assessments, and learning outcomes as established for the corresponding course on the VU campus.
  - b. Submitting approved course syllabi, as requested, to the Project EXCEL office by the designated due date.
  - c. Distributing the course syllabus to all Project EXCEL students at the beginning of each term in which the course is taught.
6. Utilizing textbooks and course materials as required and/or approved by the corresponding VU department faculty liaison. The instructor (or their high school representative) is also responsible for ordering instructor desk copies/course materials directly from the publisher.
7. Posting student grades electronically in accordance with the guidelines and time frames set forth by Vincennes University and Project EXCEL.
8. Promoting the dual credit opportunities available through Project EXCEL to all eligible students and distributing or providing access to the Project EXCEL Student Handbook and Student Guide to all enrolled students.
9. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison and/or Project EXCEL office.
10. Providing students with class time, computer/internet access, and instructions to complete the course evaluation at the conclusion of each course/semester.
11. Retrieving all electronic correspondence, sent by the Project EXCEL office or staff members, to the email address provided during the instructor approval process. The instructor is also responsible for working with the high school's information technology personnel to ensure that there are no firewall issues restricting the delivery of email correspondence from the Project EXCEL office.
12. Notifying the Project EXCEL Director if he/she becomes unable to teach the VU dual credit course and is likely to be absent for 10 consecutive days or more. Project EXCEL will consult with the school administrator regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit will still be available to students. A replacement or interim teacher 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, Project EXCEL staff and the faculty liaison will work with the replacement/interim teacher to ensure that the approved syllabus for the University course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.

Because the courses offered through Project EXCEL belong to the VU academic departments, it is essential that the course continue the same level of quality and rigor. If, after thorough consultation and careful consideration, the faculty liaison and/or Senior Director of Dual Credit Partnerships determine that the course is not maintaining the required level of quality and rigor, Project EXCEL may determine that Vincennes University credit will not be awarded to students.

13. Participating in periodic classroom visits with the designated faculty liaison, including a required visit during the first year in which the VU Project EXCEL course is taught for dual credit. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.

14. Participating in a required annual professional development (PD) session, related to the discipline and/or other educational topics, in accordance with NACEP. The Dual Credit Professional Development Week will be held the week prior to Thanksgiving, each year. Project EXCEL instructors, attending the on-campus group session, will be eligible to receive a \$100 stipend, based upon the following criteria.
  - The PD stipend applies to currently approved, dual credit instructors attending face-to-face, group sessions, held on the VU campus;
  - To be eligible for the stipend, instructors must participate in the full session, unless extenuating circumstances allow for a pre-approved late arrival or early departure;
  - This stipend is not applicable for those making individual trips to campus to meet with a faculty liaison, unless extenuating circumstances warrant prior approval;
  - This stipend is not applicable to individual or group participation in professional development sessions held via webinar or other forums in which the instructor is not required to travel away from their school or home location.

***Failure to attend the required professional development session for two or more consecutive years, without an excused absence prior to the session date, may result in a suspension of teaching privileges for the following academic year.***
15. Following all guidelines established by Project EXCEL to be eligible for the administrative stipend currently provided to Project EXCEL instructors based upon the number of unduplicated students that complete the course as outlined in Section V of this document. This stipend compensates the instructor for the administrative responsibilities associated with the registration process. It is not compensation for teaching the course. ***In accordance with this stipend, instructors are responsible for ensuring all student registrations are completed accurately and thoroughly and for submitting all required paperwork by the designated due dates. Submission of student registration forms past the registration deadline is subject to a 50 percent reduction in the stipend amount. Although the stipend is not awarded for completion of the following tasks, release of the stipend payment is dependent upon submission of updated and approved course syllabi, verified and signed class rosters each term in which the course is taught, AND electronic submission and verification of ALL final grades into VU's Banner system during the designated grading window. Stipends will not be released without submission of course syllabi, signed class rosters, and grades for each course/section by the designated due dates each term.***
16. Project EXCEL instructors must abide by all guidelines as set forth in the Vincennes University Confidentiality/Non-Disclosure Agreement and in accordance with the college FERPA guidelines. Project EXCEL instructors may provide confidential student information to the school or to a student's parent if they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.
17. Submission of a signed Project EXCEL Instructor Agreement, which may be found on the [Project EXCEL website](#) under [Additional Resources for Project EXCEL Instructors](#), will be required upon final approval.

## **SECTION V. Administrative Stipend for Project EXCEL Instructors**

Approved Project EXCEL instructors are eligible to receive an administrative stipend of \$10.00 per unduplicated student who completes a Project EXCEL dual credit course. For example, instructors who have 50 unduplicated students who complete a Project EXCEL course will be eligible to receive a \$500 stipend. A bonus stipend will be paid to instructors, beyond the \$10 per student rate, with 100 or more unduplicated students at the following levels: \$200 bonus for 100-125 unduplicated students, \$350 bonus for 126-149 unduplicated students, and a \$500 bonus for 150 or more unduplicated students. Eligibility is contingent upon adherence to all Project EXCEL Policies and Procedures and the requirements outlined in Section IV, Number 15, above. Please note that this administrative stipend is available ONLY to fully approved instructors teaching traditional, face-to-face dual credit courses through Project EXCEL. The administrative stipend is not available to other VU dual credit instructors.



## **SECTION VI. Dual Credit Instructor Travel and Hotel Accommodations**

When mileage reimbursement is not covered by the high school or career center, approved Project EXCEL instructors are entitled to mileage reimbursement at .40 per mile when traveling to campus for a required Project EXCEL orientation or professional development session. Project EXCEL will not cover reimbursement for travel to campus for purposes other than a required orientation or professional development session. Project EXCEL may cover hotel accommodations, not covered by the high school or career center, under the following circumstances:

*Project EXCEL will typically provide hotel accommodations for dual credit instructors traveling to campus if the following circumstances apply:*

- *Instructors must travel three (3) or more hours AND must leave home before 7:00 a.m. in order to arrive on campus by the event's scheduled start time; **OR***
- *Instructors must travel two (2) or more hours AND must leave home at or before 7:00 a.m. for a session that starts at or before 9:00 a.m.*
- *Instructors needing accommodations must request these from the Project EXCEL office at least two weeks PRIOR to the scheduled event. A Project EXCEL staff member will make the reservation and send confirmation information to the instructor. Instructors must have prior approval to make their own hotel reservation if they wish to be reimbursed.*
- *Consideration outside of these parameters will be given on a case-by-case basis.*

## **SECTION VII. VU Faculty Liaison Responsibilities**

1. In accordance with program policies and NACEP guidelines, all Project EXCEL courses must have a VU faculty liaison to provide curriculum oversight and support to Project EXCEL instructors.
2. Faculty liaisons may be full time, adjunct, or retired VU faculty members as appointed by the division dean or department chairperson who agree to serve in accordance with the Faculty Liaison Responsibilities and the policies and procedures contained herein.
3. Faculty liaisons will provide Project EXCEL instructors guidance concerning course objectives, grading standards, learning outcomes, classroom activities, assessment, evaluation, teaching methodologies, and other topics related to maintaining the academic integrity of the Vincennes University Project EXCEL course. The final decision as to whether the academic content of the Project EXCEL course meets University standards is the responsibility of the faculty liaison.
4. Faculty liaisons will be available to respond to questions from Project EXCEL instructors and will provide recommendations for solutions to issues as needed.
5. Faculty liaisons will plan and conduct an orientation session, on a Vincennes University campus, for each first-time assigned Project EXCEL instructor for the purpose of providing information relative to institutional philosophy, course objectives, and content.
6. Faculty liaisons determine whether the same textbook and course materials used on campus must be used in the Project EXCEL course. At the discretion of the department, another college level textbook may be approved. Determination and approval varies by course and department.
7. Faculty liaisons will conduct an annual professional development session for assigned Project EXCEL instructors for the purpose of providing information regarding curriculum/textbook changes, new or innovative technologies being utilized in the corresponding on-campus course, and other policies and procedures that may affect the delivery of the Project EXCEL course.
8. Faculty liaisons will conduct site/class visits, including a required visit during the first year in which the VU Project EXCEL course is taught for dual credit. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.
9. Faculty liaisons will follow all policies and procedures outlined in the [Dual Credit Faculty Liaison Handbook](#).

## **SECTION VIII. Placement Testing**

Students must meet all placement score and prerequisite requirements established for enrollment in each Project EXCEL course and must have on record with their high school qualifying PSAT, SAT, ACT, and/or Accuplacer scores verifying their academic preparation for the course(s) in which they plan to enroll, prior to the beginning of the semester in which the course is offered. Please refer to the Project EXCEL [Course Listing and Placement Chart](#) for specific course prerequisites and minimum placement scores. For Foreign Language placement test information, please see the bottom of this section on page 11.

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 to enroll in a course.

- A. **MATH PLACEMENT SCORES** – students **must take the Accuplacer** on-line placement exam **for *MATH 104* (if the student does not have a qualifying grade in MATH 102) and MATH 118**. Verified ACT and SAT (not PSAT) scores may be utilized for all other courses that require a math placement score. Please see the [Course Listing and Placement Chart](#) for course specific minimum placement scores.
- B. **ACCUPLACER** – the VU Accuplacer online 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 and writing scores. **All students must now have, and use, a VU Student ID (A#) in order to take a VU Accuplacer exam. New students MUST complete the Online Enrollment Form (OEF), one week PRIOR to testing, in order to obtain a VU Student ID.**

To become a proctor and receive instructions on administering the Accuplacer at your school, please contact David Sanders, Director of VU's Assessment Center, at 812-888-5404 or [dsanders@vinu.edu](mailto:dsanders@vinu.edu).

### **Accuplacer Scores from the High School or another Institution**

Students utilizing Accuplacer scores for placement into a Project EXCEL dual credit course may submit scores from another institution or high school for [select placement tests](#) with the following stipulations:

- Qualifying scores refer to the minimum scores required as outlined in the [Project EXCEL Course Listing and Placement Chart](#), not qualifying scores required by the other institution for like courses.
- The retest guidelines follow the same criteria as stipulated below.
- For verification, official report scores/documentation must be kept on file for all students wishing to utilize scores from placement tests not administered through VU's Accuplacer testing site.

### **Accuplacer Proctoring Requirements**

Due to Accuplacer licensing requirements, a Proctor Profile must be completed for each person at the school that will be administering the Accuplacer test. The test administration responsibilities may not be delegated to another individual. It is the responsibility of the school and proctor to provide a proper testing environment that will facilitate student completion and success. The environment should be free of noise and distraction and allow the student plenty of time to complete the test(s).

***The VU Accuplacer Proctor is responsible for providing students ample notice of testing dates to allow for preparation and the opportunity to access [practice test sites](#), available on the [VU Assessment Center website](#).***

### **Accuplacer Computer Lab/Equipment**

Use of personal computers for Accuplacer testing, such as individual laptops issued to students, is prohibited per the Accuplacer License agreement. The Accuplacer test must be administered in a secure testing environment, such as a computer lab, using desktop or "permanent" computers (i.e. devices that are not routinely removed from the testing area). Allowing students to use personal or student issued laptops invites compromise of proctor login/passwords, possibilities of screen captures of content, unauthorized use of websites, calculators, etc. Violation of this policy could jeopardize the Accuplacer licensing and use of the program for the entire institution (VU) and all VU partner school locations. Students must test in an existing computer lab, under the direct supervision of an authorized VU Accuplacer proctor.

## **Accuplacer Retest**

In accordance with VU's Dual Credit Accuplacer Retesting Policy, students will **automatically** be permitted to take up to TWO test sessions on the VU Accuplacer, in the *calendar year* prior to starting VU Project EXCEL courses. Test sessions may be completed at any approved site (including high schools/career centers with approved VU proctors), subject to the following conditions:

1. Retests may not be taken within 30 days of the last Accuplacer test date, regardless of testing site or institution administering the test.
2. Test-takers may retest on all or part of the Accuplacer. The three choices for retesting are the Full Test, Math only, or Verbal only.
3. Retests must be completed and scores reported to Project EXCEL prior to the applicable student registration deadline. No retests for placement will be given after the registration deadline and student is in the learning track.
4. Dual Credit students with documented disabilities who choose to request accommodations for testing, including testing at approved off-campus testing sites\*, must register for VU Disability Services before testing. Once reasonable and appropriate accommodations have been identified, all accommodations are verified and communicated to Assessment Center staff.
5. A conditional second retest may be permitted only after the test-taker has completed a course of study in a related area that would likely increase the student's skill set. In accordance with VU policy, a fee for a second retest may be charged to the student.

*For any incidence of unauthorized retesting*, only the FIRST testing experience will be considered valid. Subsequent test sessions for the same skill section will be considered invalid and will not be considered for course placement or eligibility.

## **Accommodations for Students with Disabilities**

If a student has a disability that requires special accommodations, they may be approved for testing with their own computer if authorized by VU's Office of Disability Services (please see Section II.A.5). For example, a student that is legally blind may be authorized to use their own pc if it is equipped with a special large display, Zoom Text program, Braille keyboard, tactile feedback, etc. However, the test must still be administered under the supervision of an approved test proctor and very carefully monitored to insure protection of the testing protocol and test content. Upon test completion, ALL internet browser history, cookies, etc. must be deleted by the proctor, and the device reverted to its "pre-test" configuration.

## **Student Assistance during Accuplacer Testing**

No assistance may be given to any student who is testing with regard to content of the Accuplacer test. No de-briefing of the test by the proctor or instructor is permitted. The Accuplacer test has built in accommodations for unlimited time, and for calculator use within the test on mathematics problems that allow such use. No other test accommodations (readers/scribes, unauthorized calculators, etc.) are permitted unless approved in advance by VU's Office of Disability Services (please see Section II.A.5).

## **Accuplacer Practice Sites:**

Your students may wish to visit VU's [Assessment Center website](#) for additional resources and [practice test sites](#) prior to taking the Accuplacer placement test.

- C. **FOREIGN LANGUAGE** – students interested in taking SPAN 201, FREN 201, and GRMN 201 must meet course prerequisite requirements or participate in VU's foreign language advanced placement departmental testing. *PSAT, ACT, SAT, and Accuplacer scores are NOT required, nor accepted for enrollment in VU foreign language courses.*

The foreign language instructor or a designated test administrator from your school should contact Steve Gregory, VU Foreign Language Department Chairperson, to receive instructions on administering advanced placement testing for foreign language courses. Mr. Gregory may be reached at 812-888-5406 or [sgregory@vinu.edu](mailto:sgregory@vinu.edu).

### **Foreign Language Retest**

For students who are attempting to place directly into one of VU's 201 courses in French, German, or Spanish, instructors should administer the foreign language placement exam no later than April 15 of each year.

If a student does not pass the exam, instructors should wait at least 30 days before administering the exam again to the student. The April 15 time frame gives the school a small window of time to administer the test again 30 days later (in May) before school is out for the year. [Email Steve Gregory](#), Modern Foreign Languages Department Chair, with the names of students who need to retake the exam. Prof. Gregory will reset exams for each student who needs to retest.

If a student does not reach the cut off score the second time, we will allow the student one more opportunity at the start of classes the following academic year. The third administration of the placement exam would occur at least two months after the second attempt. This should occur within the first week or so of class - sometime in late July or early August, depending on when the school starts back to school. Again, instructors need to [email Prof. Gregory](#) to ask that exams be reset. Giving the student a third opportunity to reach the desired score allows the student time over the summer to complete a plan of study that would likely increase his/her skill set and review for the exam.

### **SECTION IX. Additional Information and Resources**

For additional information and resources, please visit the [Project EXCEL website](#) or contact the Project EXCEL office at [projectexcel@vinu.edu](mailto:projectexcel@vinu.edu) or 812-888-4337.