

Vincennes University

2020-2021 Vincennes University Catalog

HELP

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Definitions

Regarding all academic policies and procedures at VU, the following definitions will apply:

Academic Advisor: A member of the faculty or administrative staff who works with each student individually to select courses in which that student will enroll each semester, answer questions related to the student’s program of study, and facilitate adherence to the University’s academic policies and procedures.

Class Level Names: Freshman, completion of 1-30 credit hours; Sophomore, 31-60 credit hours; Junior, 61-90 credit hours; Senior, 90+ credit hours.

Concentration: An area of emphasis within a major. At least 50% of the credit hours of the major program requirements of the originating program are embedded within the concentration.

Credit Hour: See [Credit Hour Policy](#).

Curriculum (Program): A program of study that includes courses from the student’s chosen major, selected University Core Curriculum course offerings and courses supportive of the student’s major.

Degree: A general framework of study intended to develop the knowledge and skills required for the conferring of an academic title. See explanations, [Degree and Certificate Requirements for Graduation](#).

Gateway Course: A course that provides a foundation for basic skills or for a particular major or for general field of study.

Grade Point Average (GPA): See definitions, [Evaluations and Grading System](#).

Last day of class for financial aid reporting: College-level courses (numbered 100 or higher) that are delivered during a 16-week semester will designate “the last day of class” during Finals Week. Developmental courses (numbered pre-100 level) that are delivered during a 16-week semester will designate “the last day of class” as the last scheduled class meeting before Finals Week.

Major: A defined program of study. Program requirements within a major constitute at least 40% of the total credit

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hours required for degree completion.

Passing Grade: Final grade of D or better.

Placement Test: All entering students are required to take the VU customized Accuplacer test or an approved substitute exam in order to determine entry level ability for gateway courses. See <https://my.vinu.edu/web/assessment-center/testing-policy>

Successful Completion: Final grade of C or better.

Effective Catalog

Establishing Which Catalog Is the Effective Catalog. The **effective catalog** for a student is the current catalog for the first semester for which the student has registered for class at Vincennes University as an admitted student (see Requirements for Admission). The **effective catalog** establishes the requirements that a student must meet to earn a degree or certificate in his or her selected program, including major requirements, UCC requirements, and any other benchmarks for a particular program. The **current catalog** refers to the catalog that governs a particular academic year beginning the first day of the Fall Semester. "Semester" includes Fall or Spring Semester, intersessions, and any summer session. A student is **not** considered "registered" for a class if the student never attends the class, if the student withdraws from the class within the first two weeks of class, or if the student is withdrawn or deregistered from the class within the first two weeks of class.

That catalog remains the effective catalog for the student unless:

1. The student and the program advisor agree to make a later catalog the effective catalog with approval of the department chair, or
2. The student does not register in at least one class within a period of sixteen months. In this case, the effective catalog will be the current catalog for the first Semester for which the student is admitted and registered for class at Vincennes University after the sixteen consecutive months' absence. The program advisor and college dean may agree to extend the sixteen month period for a particular student in case of emergency or hardship, thereby allowing the student to keep the original effective catalog; or
3. The student changes programs in which case the effective catalog will be determined by agreement between the student and the advisor of the student's new program with the approval of the department chair.

Exceptions to the Effective Catalog. Despite anything in the effective catalog to the contrary:

1. Changes in professional licensing or certification qualifications and standards may make changes in degree or certificate requirements for a student unavoidable.
2. Any program may establish a written policy, published in the catalog, to verify the currency of knowledge and skills of a student when a student enters or reenters the program with previous Vincennes University or transfer coursework. Under the policy, the program either may require a student whose knowledge and skills are not current to retake coursework or may deny the student admission or readmission to the program.
3. If Vincennes University cancels a program, the University has no obligation to allow a student to complete the cancelled program more than two years for any associate degree and after three years for any baccalaureate degree after last permitting students to enter that program.

NOTE: Other areas (for example, fees, attendance policies, financial aid policies, records policies, or rules of student conduct) listed in the catalog are not set by the "effective catalog" and Vincennes University may freely change these other areas as appropriate. Course requirements that a student must meet to successfully complete an individual course are those in effect at the time the student enrolls or re-enrolls in that course.

Credit Hour Policy

A credit hour is a unit of instructional credit normally associated with each class hour of lecture/discussion or each two to three class hours of laboratory/studio/clinical instruction. This unit is based on the number of hours per week that a **student is engaged in supervised learning activities**. One class hour is equivalent to a minimum of 50 minutes. For example, 1 credit hour will meet for 15 hours of supervised learning per semester. In addition to every hour of faculty-directed instruction, each week a student is expected to spend an additional two hours per credit hour on his/her own studying, completing assignments, and preparing for class. Within University standards, departments will determine lab hours/studio hours as a ratio to credit hours (for example, 3:1 = 3 lab hours to 1 credit hour in Nursing). Completion of a 3 credit hour course with a passing grade means 3 credit hours may be applied to graduation. Tuition at VU is charged per credit hour. See further explanations, Distance Education.

Application of the Credit Hour Policy to Course Types:

Lecture/Seminar: Courses focused on principles, concepts, ideas, lecture, discussion and/or demonstration. A semester

credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per 50-minute session throughout the semester. A typical three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions per week for fifteen weeks. Most lecture and seminar courses are awarded 3 credit hours.

Accelerated/Compressed: Courses offered in less time than the standard 15-week semester in which the credit hours offered are the same amount of time as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit).

Laboratory: Practical application courses with a “hands-on,” experiential focus intended to enhance student learning (may include use of equipment, activities, tools, and other procedures found in program areas such as technology, science, and healthcare). Each “laboratory” credit represents a minimum of 1 to 4 hours of scheduled supervised or independent laboratory work.

Special Instruction: VU offers two types of Special Instruction: (1) an *Independent Study* that allows a student to complete a special project designed to be an in-depth investigation of a topic of interest. The student and faculty agree on the course of study and the meeting times needed, depending on the amount of credit to be awarded. Faculty offer guidance during the course in order to help the student meet desired goals, and the student will demonstrate competency through the completion of a set of evaluated activities such as a paper, presentation, portfolio, or other agreed-upon projects. Credit hours for the course must meet the credit hour definition above, based on the work completed by the student and the amount of supervision offered by the instructor. (2) *Course Pilots* are a form of special instruction that allow faculty the opportunity to gauge student interest in new courses. Pilots are typically lecture or lecture/lab courses that must meet the credit hour expectations identified for these courses as described above.

Internships/Practicum/Student Teaching: Courses developed for independent learning focusing on the development and application of job-related or practical skills in a particular discipline. These courses allow for observation, participation, and field work, and are generally offered off campus. Internship/Practicum/Student Teaching time includes a combination of supervised time, by approved experts outside the university, student assignments, and/or time supervised by a university instructor or professor. Students will complete a minimum of 45 hours throughout the semester per credit hour.

Work-Based Learning: Employer supervised on-the-job learning experiences where students are afforded the opportunity to develop and apply technical skills in the workplace. Students receive 1 hour of credit for 160-250 hours of on-the-job experience or some combination of employer-supplied classroom/lab instruction and field experience. Credit requires employer-supplied evidence of supervised hours.

Arranged Instruction: VU offers two forms of Arranged Instruction: (1) courses that are currently part of the curriculum and regularly offered, but are offered to students who cannot participate in regularly scheduled offerings, or (2) scheduled courses that must be run on a per-student basis due to low enrollment. Both versions offer the same scope of instruction, assignments, and course requirements as the regularly scheduled sections of the course with the same title, course code, and credits. Students will meet with faculty on a regular basis, at least once a week, and faculty are available to students synchronously and asynchronously for the same number of minutes as required for regularly scheduled courses. For example, 16 week semester = 15 meetings (1 meeting per week for a 15 week course).

Hybrid: A course composed of both online and face-to-face instruction, where the features of both environments are used to meet the learning objectives of the course. The majority of the course should be scheduled in the face-to-face format (no less than 51%), which is then supplemented by online instruction (no more than 49%) to satisfy the remainder of the course. For a three credit hour course, there should be a total of 150 minutes of instruction per week, of which no less than 77 minutes per week must be scheduled in the face-to face format.

Online (Asynchronous and Synchronous): A course administered by online instruction where the student and instructor do not meet in a physical location. The course has ‘asynchronous’ elements in that the student is not required to be online at a specific time of day to complete the course work. The course also has some ‘synchronous’ elements in that the student is required to be online at a specific time of day to complete the course work. Faculty engage students through various methods, such as but not limited to interactive tutorials, group discussions, projects, discussion boards, chat rooms, etc. These methods help ensure that this mode of instruction is consistent in terms of quality, assessment, learning outcomes, requirements, etc. when compared to its face-to-face counterparts. Online courses have the same credit hour requirements, department prefixes, and course numbers and titles as their on-campus counterpart.

Private Lessons and Recitals: Courses taught as applied study on a private or semi-private basis. Students receive anywhere from 1-2 credit hours for instruction ranging from 30-60 minutes with independent practice as prescribed by the instructor.

Music Group/Ensembles: Courses taught as applied group music activity. Students receive 1 credit hour for 2-4

class/rehearsal hours per week.

Art/Design Studio: Courses taught as applied study in a studio setting. Students receive 1 credit hour for 2 class activity or contact hours.

Clinical Placement: Faculty supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments. Total hours vary by course. Each clinical credit hour represents an average of at least 1-4 hours of scheduled supervised or independent laboratory work per week in the clinical setting.

Service Learning: As a stand-alone course, Service Learning must meet the same in-class requirements as any other credit hour course. That is, a one credit hour Service Learning course must meet for 15 hours of faculty-supervised instruction with an additional 30-45 hours of volunteer work in an approved community setting.

Academic Load

In order to graduate “on-time,” full-time students at Vincennes University are generally advised to enroll in fifteen (15) credit hours per semester. In some instances, depending upon the program and the student's ability and academic background, a student may be advised to complete coursework during one or more summer sessions or plan on more than four-to-eight semesters in the degree plan.

For financial aid eligibility, a full-time student is defined as one who is enrolled in twelve (12) or more credit hours during a semester.

In addition to scheduled class time, each week a student is expected to spend an additional two hours per credit hour on his/her own studying, completing assignments, and preparing for class.

While the normal “maximum load” is seventeen credit hours during a single semester, the student's academic advisor may approve additional hours. The student and the advisor should jointly consider the student's availability of time, academic performance, and course needs before selecting extra hours. The following standards are not mandatory, but should be considered as part of the extra hours decision: eighteen hours for a student with a grade point average (GPA) of 2.5, nineteen hours with 3.0, twenty hours with 3.5, and twenty-one hours with 4.0.

Since academic success for each of its students is a major goal of Vincennes University, it is recommended that any student working full time carry no more than twelve credit hours per semester.

Recentered Scholastic Aptitude Test (SAT) Scores

Students are hereby advised that the Vincennes University catalog has been published using only recentered SAT scores. Therefore, for any students who submit the “old” SAT scores, Vincennes University will convert those “old” scores to recentered scores in order for course placements that depend upon them to be made.

Acceptance and Application of Transfer Credit

• Higher Education Transfer Alliance Criteria

Vincennes University is a member of the Higher Education Transfer Alliance (HETA), a voluntary body which was created by the Council for Higher Education Accreditation (CHEA), itself a governing body in the realm of higher education accreditation. In accordance with its HETA membership, Vincennes University officials make their course transfer decisions as indicated by the following four Criteria:

1. Course content similarity is determined by the receiving department. In addition, HETA requires that Vincennes University provide to the students the reasons for accepting or not accepting courses for credit, including deficiencies of course quality, significant differences in content from the receiving institution's similarly named course(s), and, if appropriate, the lack of comparability with courses in the student's designated major. Vincennes University normally accepts credits toward completion of a degree from postsecondary institutions which are accredited for transfer by a regional accrediting association, but does not refuse courses solely because they may originate in non-regionally accredited institutions. The following are corollaries to Criterion 1:
 - a. the review process begins upon receipt of an official transcript mailed from another college or university **directly** to Vincennes University;
 - b. when transferred as “courses only,” courses receiving less than a C- grade will not be accepted by the University;
 - c. when transferred as part of a completed associate degree as a qualification to enter a baccalaureate degree, the University will accept D grades unless the baccalaureate program specifically requires a minimum of a C in that course;
 - d. Only credit hours are transferred; grades do not transfer and are not calculated into the student's Vincennes

University GPA;

- e. for students transferring hours toward baccalaureate degrees, Vincennes University will accept up to 65 transfer credit hours. Additional hours may be accepted as transfer credit after consultation with the appropriate academic department;
 - f. Vincennes University reserves the right to review its own courses and all transfer courses for currency of content.
2. Vincennes University, recognizing the changes in student enrollment trends in the United States, strives to be consistent in applying its basic transfer principles to courses from all institutions in order to ensure that students are treated fairly.
3. Vincennes University will apply a higher priority to follow the success of transfer students as they take Vincennes University courses which are sequential to key transfer courses. When a trend emerges and demonstrates that a particular course from a particular institution has not adequately prepared students for these sequential courses, Vincennes University will inform both incoming students from that institution and the institution itself of its course's deficiency.
4. Vincennes University has the flexibility, within the guidance of the offering program, to accept transfer courses as reasonable course substitutes when the transfer course(s) meets learning goals similar to the required VU courses(s). The following are corollaries to Criterion 4:
- a. when a transfer course is essentially equivalent to a Vincennes University course except for different numbers of credit hours, Vincennes University may accept the hours not applied to a specific course as departmental undistributed elective hours;
 - b. the college dean of the course may authorize the waiver of a required course when more than half of the hours of the individual Vincennes University course are being accepted as undistributed elective transfer hours.

• **Indiana's Core Transfer Library**

Indiana's Core Transfer Library (CTL) is a listing of courses that will transfer to all Indiana public college and university campuses in one of two ways: 1) the CTL course will receive credit for the designated equivalent course at the transfer campus and meet the transfer campus degree program requirements in an equivalent manner, or 2) if there is no agreed-upon directly equivalent course, the CTL course will transfer as an elective requirement of the undergraduate degree program provided the program has room for elective credits. CTL transferability is contingent upon a student earning a C grade or higher in the transfer course. These courses are indicated in the Vincennes University catalog and schedule with the transferIN attribute.* For more information on the CTL and a listing of current CTL courses, go to <http://my.vinu.edu/> and click on the Academic Resources tab, or go to <https://transferin.net/transfer-resources/transfer-databases/core-transfer-library/>.

*Courses that do not have the *transferIN* designation will fall into one of the following categories: (1) will transfer to most Indiana public institutions; (2) will transfer to some Indiana public institutions; (3) will transfer to only one or two Indiana public institutions; (4) is not a transfer course. Contact your advisor or transfer institution to determine applicability for any course you wish to transfer.

Earning Credit Through Standardized Testing

In addition to transfer credit, students achieving the required minimum score may also earn academic credit from CLEP general examinations or subject examinations; USAFI, ECE or DANTES courses or tests; service school courses and military science credits in accordance with the *ACE Guide* and College Board Advanced Placement Program.

- **College Level Examination Program (CLEP).** Vincennes University is an approved CLEP Testing Center. CLEP is the most widely accepted credit-by-examination program in the country with more than 2,800 accredited institutions of higher education awarding credit for satisfactory scores on CLEP examinations. CLEP offers General Examinations in broad liberal arts areas and Subject Examinations in many specific subjects, such as accounting, biology, mathematics, psychology, and foreign languages. CLEP tests are administered by the Assessment Center at Vincennes University.
- **DANTES Subject Standardized Tests (DSST).** Vincennes University serves as a test center for DANTES Subject Standardized Tests. The Defense Activity for Non-traditional Education Support (DANTES) has made it possible for non-military personnel to utilize this testing service. Individuals who take and pass a DANTES test are entitled to request college credit for the course represented by the exam. Students seeking information about DANTES testing should contact the Military Education Office. DANTES tests are administered by the Assessment Center at Vincennes University.
- **Excelsior College Examinations (ECE).** These examinations are offered by Excelsior College (formerly Regents College). The exams were formerly known as ACT PEP (American College Testing Proficiency Examination Program) and Regents College exams.
- **College Board Advanced Placement Program.** Vincennes University participates in the College Board Advanced Placement Program. Students must arrange for the Advanced Placement College Grade Report to be sent to the Office of Admissions at Vincennes University. Students should contact the respective departments, the Office of Admissions or the Office of the Registrar for minimum acceptable scores in the various subject areas beyond those listed below.

Advanced Placement (AP) Exam Title	Score	VU Equivalency	VU Credit Hours
Art History	3, 4, 5	ARTT 130	3
Biology	3	BIOL 101/101L	4
Biology	4	BIOL 105 /105L	4
Biology	5	BIOL 105/105L and BIOL 106/106L	8
Calculus AB	3	MATH 102, and satisfies prerequisite for MATH 118	3
Calculus AB	4, 5	MATH 118	5
Calculus BC	3	MATH 102	3
Calculus BC	4	MATH 118	5
Calculus BC	5	MATH 118 & 119	10
Chemisty	3	CHEM 103/103L	5
Chemistry	4	CHEM 105/105L	5
Chemistry	5	CHEM 105/105L and CHEM 106/106L	10
Chinese Language and Culture	3	WLC credit	8
Chinese Language and Culture	4	WLC credit	12
Chinese Language and Culture	5	WLC credit	16
Comparative Government and Politics	3, 4, 5	POLS 201	3
Computer Science A	3, 4, 5	COMP 252	3
Computer Science Principles	3, 4, 5	COMP 177	3
English Language and Composition	3, 4	ENGL 101	3
English Language and Composition	5	ENGL 112	3
English Literature and Composition	3	ENGL 101	3
English Literature and Composition	4, 5	ENGL 101 & LITR 100	6
Environmental Science	3, 4, 5	GEOS 101/101L	4
European History	3, 4, 5	HIST 132	3
French Language and Culture	3	FREN 101, FREN 103	8
French Language and Culture	4	FREN 101, FREN 103, & FREN 201	12
French Language and Culture	5	FREN 101, 103, 201, & 203	16
German Language and Culture	3	GRMN 101, GRMN 103	8
German Language and Culture	4	GRMN 101, GRMN 103, & GRMN 201	12
German Language and Culture	5	GRMN 101, GRMN 103, GRMN 201, & GRMN 203	16
Human Geography	3	GEOS UND	3
Human Geography	4, 5	GEOS 207	3
Italian Language and Culture	3	WLC credit	8
Italian Language and Culture	4	WLC credit	12
Italian Language and Culture	5	WLC credit	16
Japanese Language and Culture	3	JPNS 105 & JPNS 106	8
Japanese Language and Culture	4	JPNS 105, JPNS 106, & JPNS 205	12
Japanese Language and Culture	5	JPNS 105, JPNS 106, JPNS 205, & JPNS 206	16
Latin	3	WLC credit	8
Latin	4	WLC credit	12
Latin	5	WLC credit	16
Macroeconomics	3, 4, 5	ECON 202	3
Microeconomics	3, 4, 5	ECON 201	3
Music Theory	3, 4, 5	MUSI 107	3
Physics 1: Algebra-Based	3, 4, 5	PHYS 215/215L	5
Physics 2: Algebra-Based	3, 4, 5	PHYS 216/216L	5
Physics C: Electricity and Magnetism	3, 4	PHYS UND	4
Physics C: Electricity and Magnetism	5	PHYS 206/206L	5
Physics C: Mechanics	3, 4	PHYS UND	3
Physics C: Mechanics	5	PHYS 205/205L	5

Psychology	3, 4, 5	PSYC 142	3
Spanish Language and Culture	3	SPAN 101, SPAN 103	8
Spanish Language and Culture	4	SPAN 101, SPAN 103, & SPAN 201	12
Spanish Language and Culture	5	SPAN 101, SPAN 103, SPAN 201, & SPAN 203	16
Spanish Literature and Culture	3	SPAN 101, SPAN 103	8
Spanish Literature and Culture	4	SPAN 101, SPAN 103, & SPAN 201	12
Spanish Literature and Culture	5	SPAN 101, SPAN 103, SPAN 201, & SPAN 203	16
Statistics	3, 4, 5	MATH 110	3
Studio Art Drawing	3, 4, 5	ARTT 116	3
Studio Art: 2-D Design	3, 4, 5	ARTT 111	3
Studio Art: 3-D Design	3, 4, 5	ARTT 114	3
U.S. Government and Politics	3, 4, 5	POLS 111	3
U.S. History	3, 4, 5	HIST 139 & HIST 140	6
World History	3, 4, 5	HIST 235 & HIST 236	6

- **Departmental Exams.** Advanced placement in certain courses is granted on the basis of department examinations. Only a grade of *Cr* (credit) may be awarded to a student who establishes advanced placement credit. Students will not be assessed tuition charges for credit earned by advanced placement. Students are not exempt from University Core Curriculum requirements based on national standardized achievement test scores (SAT, ACT) or placement exam scores, such as CPT, COMPASS, or ASSET.

Students *who place in and complete the following courses* with the grades indicated will receive the corresponding departmental advanced placement credit. Students planning to transfer should check with the baccalaureate institution regarding its policies for accepting advanced placement credit.

Course Number	Grade	Departmental Advanced Placement Credit
English		
ENGL 112	<i>C</i> or better	3 hours of ENGL 101
Foreign Languages¹		
ASLG 103	<i>C</i> or better	4 hours of ASLG 101
ASLG 201	<i>C</i> or better	4 hours of ASLG 101 and 4 hours of ASLG 103
FREN 103, GRMN 103 or SPAN 103	<i>C</i> or better	4 hours of FREN 101/GRMN 101/SPAN 101
FREN 201, GRMN 201 or SPAN 201 or above	<i>C</i> or better	4 hours of FREN 101/GRMN 101/SPAN 101 and 4 hours of FREN 103/GRMN 103/SPAN 103
Chemistry²		
CHEM 106 and CHEM 106L	<i>C</i> or better	3 hours of CHEM 105 and 2 hours of CHEM 105L
CHEM 215 and CHEM 215L	<i>C</i> or better	3 hours of CHEM 105, 2 hours of CHEM 105L, 3 hours of CHEM 106, and 2 hours of CHEM 106L
Mathematics		
MATH 115	<i>C</i> or better	3 hours of MATH 102
MATH 119	<i>C</i> or better	5 hours of MATH 118
Physics		
PHYS 106 and PHYS 106L	<i>C</i> or better	4 hours of PHYS 105 and 1 hour of PHYS 105L

¹No extra credit will be granted if the foreign language course grade is less than *C*. Extra credit through advanced placement will be granted only one time per language to any one student. Departmental examinations will be administered to determine placement.

²Department standards in the form of an examination prepared by the chemistry faculty are used for placement. Advanced placement credit will not be granted if the sequential course in chemistry is completed with a grade of less than *C*.

Early Completion Credit

Students seeking early completion credit are to enroll in the course with the regular tuition and fee charges. Laboratory fees will be refunded if early completion is accomplished by the close of the semester's drop and add period. Students seeking early completion credit must fill out the appropriate form which originates with the dean of the college offering the course. Students must request early completion by midterm week. Students may elect to do early completion for a grade of *A*, *B* or *C* or if unsuccessful they must remain in the course.

The early completion credit option is available only to students who are enrolled in at least one other non-early completion credit course. Early completion may not be used to replace a grade previously achieved in the course. The maximum number of hours in which a student may receive early completion credit is eighteen.

The assigned material for early completion credit will be approved by the department or program chairperson and by the college dean. The completed and evaluated student assignments will be filed in the appropriate college office.

Credit by Examination/Business Courses

The College of Business and Public Service offers students who have graduated from high schools that have articulation agreements with Vincennes University or have validated course competencies the option to take the Business departmental examinations to establish *Credit by Examination* in selected introductory level business courses. These articulation agreements must be based upon certification of specific course competencies agreed upon mutually by appropriate representatives of the University and the high school. A grade of Cr (Credit) will be awarded in applicable courses to students who (1) meet the required competencies as demonstrated by successful completion of the appropriate departmental examination(s) and (2) require no remediation. An examination fee of \$15 per course credit hour will be assessed to the student regardless of whether credit is established.

Students who prefer to meet the criteria for traditional course letter grades rather than grades of *Cr* should consider the options of Early Completion or regular course enrollment.

Non-collegiate Certification Credit

Vincennes University recognizes that persons may acquire significant learning in noncollegiate settings. Often these persons possess sufficient knowledge that specialized certifications have been earned. In some instances this learning and knowledge may be recognized and corresponding collegiate credits may be awarded when specific competencies and proficiencies are documented and/or demonstrated. **NOTE:** A minimal administrative fee will be charged to students for credit that is articulated as VU course work.

Credit for Certification, Standardized Testing and Training

Vincennes University awards collegiate credits for many certifications, standardized tests and training based on the credit recommendations of the American Council on Education. Students must submit official transcripts or score reports to the Registrar's Office to be evaluated for possible course credit. Only credit hours will be awarded; no grades will be assigned.

Articulated Credit Per Memorandum of Understanding

Articulated credit is awarded for learning and knowledge acquired in a non-collegiate setting based on a Memorandum of Understanding between Vincennes University and a business or other entity. The following rules apply unless stipulated otherwise in the Memorandum of Understanding.

To qualify for articulated credit students must do the following:

- 1) Apply to Vincennes University and be accepted.
- 2) Provide required documentation or demonstrate competencies and proficiencies.
- 3) Pass one (or more) Vincennes University course with at least a "C" grade prior to the awarding of the articulated credit.
- 4) Pay any required fees for the articulated credit.

A maximum of 24 credit hours including both articulated and non-articulated Vincennes University courses will be recorded per term. Students must complete a minimum of 15 credit hours in Vincennes University non-articulated courses to meet the residency requirement for an associate degree.

Articulated Credit Based on Certification

Articulated credit may be awarded for certification acquired in a non-collegiate setting. To qualify for articulated credit students must do the following:

- 1) Apply to Vincennes University and be accepted.
- 2) Provide required documentation. (Certification must be current.)
- 3) Pass one (or more) Vincennes University course with at least a "C" grade prior to the awarding of the articulated credit.
- 4) Pay any required fees for the articulated credit.

A maximum of 24 credit hours including both articulated and non-articulated Vincennes University courses will be recorded per term. Students must complete a minimum of 15 credit hours in Vincennes University non-articulated courses to meet the residency requirement for an associate degree.

Honors Program

The Honors Program, open to students of all majors, provides opportunities for multi-talented scholars that are not available to the average student. This includes honors program advising, honors only courses, preprofessional activities, honors

designation on transcript, and special housing options for degree-seeking students.

Students who wish to pursue the Honors Program may apply as follows:

Option 1 - For Incoming Students

- Have a minimum SAT score of at least 30 in English and 23 in Reading, a minimum ACT score of at least 23 in English and 21 in Reading, a minimum NextGen Accuplacer* score of at least 266 in English and Reading, or other equivalent test scores.
- Complete and submit the Honors Program application form: <https://my.vinu.edu/honors-program-inquiry>

**This test is provided upon arrival at VU.*

Option 2-For Transfer Students and those already enrolled at VU

- Complete 12 hours of quality college-level coursework
- Hold a minimum cumulative grade point average of 3.3
- Hold a minimum grade of B in either ENGL 101 or ENGL 112 (or equivalency)
- Complete and submit the Honors Program application form: <https://my.vinu.edu/honors-program-inquiry>

To remain in good standing with the Honors Program and make progress toward graduation, students will be required to be enrolled in an Honors Program course each semester and to maintain an overall grade point average of *B* (3.0).

Honors Program Course Requirements

- *HONR 201 Honors Seminar: Humanities, HONR 202 Honors Seminar: Social Science, or HONR 203 Honors Seminar: Science (3 hours)*
Students choose one of these course options. HONR 201 fulfills a Humanities elective requirement for 3 credit hours in the University Core Curriculum or a Diverse Cultures/Global Perspectives requirement for 3 credit hours in the University Core Curriculum. HONR 202 fulfills a Social Science elective requirement for 3 credit hours in the University Core Curriculum or a Diverse Cultures/Global Perspectives requirement for 3 credit hours in the University Core Curriculum. HONR 203 fulfills a Science elective requirement for 3 credit hours in the University Core Curriculum.
- *Honors Impact Project Courses (3 hours)*
Students work with faculty members to develop and complete significant, unique additional projects within major program classes in order to receive an honors transcript designation for the course.
- *Honors Special Topics Course (3 credit hours)*

To graduate with the Honors Program designation on their transcript, students will be required to meet the following criteria:

- successfully complete all required Honors courses and requirements with a *C* or better grade,
- meet all academic program requirements for the major, and
- possess a *B+* overall grade point average (3.3).

University College and Developmental Courses

The University College and Developmental Courses are designed for students who need additional preparation before entering a full associate or baccalaureate degree program. The University College provides students the opportunity to take developmental courses that help improve reading, writing, speaking, math and study skills. Completion of developmental coursework with a grade of *C* or better promotes the greatest chance for successful completion of college-level coursework.

Developmental courses all have a course number under 100. **Developmental course credits are not included in graduation requirements that count toward any degree or certificate.** Students are placed in developmental courses based on a combination of placement test and college entrance exam scores. Some students may only need to improve their skills in one area; others may require one or more semesters of developmental courses. In some situations, college-level coursework can be taken during the same semester in which the student is enrolled in developmental coursework.

Institutional credit granted for developmental courses will not satisfy University Core Curriculum requirements, nor do such courses fulfill graduation requirements. Grades and credit hours earned in developmental courses are not included in the computation of GPA.

Students enrolled in a developmental course must have successfully completed the course after two semesters of enrollment. Students who fail to meet the minimum requirements will be ineligible to continue in an associate degree program. Requests for exceptions to this policy should be directed to the Dean of Students.

All students whose placement indicates the need for developmental classes are required to enroll in developmental classes each semester until developmental requirements are satisfied. Students attending Vincennes University who possess an Associate's degree or higher may not be required to take developmental courses. ***Students must successfully complete***

institutionally required developmental courses prior to being eligible for an associate degree or admission to a baccalaureate degree.

Change of Curriculum

A student may change his/her curriculum by obtaining the appropriate form from his/her academic advisor, obtaining the signatures requested on the form, and filing the change with the Registrar's Office. While it is the student's right to request a change in curriculum, if the proposed change of curriculum seems contrary to the student's best interests, a committee composed of the Dean of Students, the Registrar, and college dean of the student's proposed new curriculum may be called upon to make the final decision regarding the proposed change.

If the student was on probation in the previous curriculum, the student will enter the new curriculum on probation.

Registering for Courses

Dates for registering for classes for the fall, spring, and summer semesters/terms are listed in the University Calendar section of the Catalog. Students must contact their academic advisor and schedule an appointment to register for classes. **All students must be registered for classes before the first day of the semester/term.**

Adding Classes

The **first Friday of the semester/term** will be the last day the student may enroll or make changes in registration without official approval. After the first Friday of the semester/term, the student will not be allowed to change his/her class schedule by adding classes or changing course sections without the approval of the dean overseeing the program of study.

Transcripts

A transcript of a student's academic record at Vincennes University is available upon the student's written request to the Registrar's Office. Any transcript issued directly to the student will be marked as such and will be considered unofficial. Official transcripts are those requested in writing by the student, marked with the official seal of the University Registrar, and sent **directly** by the Registrar's Office to other universities, certification agencies, employers, etc.

Attendance Policy

Philosophy of Attendance. The Vincennes University policy is premised upon the notion that students will attend all sessions of the classes in which they are enrolled. This policy supports Vincennes University's philosophy that students benefit most from the people and facilities provided by the citizens of Indiana through proper and adequate class attendance. Consequently, missing class for any reason will be regarded as an absence. When absences result from an approved and required University activity, they will not be counted against a student, and the work missed may be made up.

Vincennes University believes that students who participate in University-sponsored activities and faculty-developed field trips must develop habits of attendance consistent with such participation, or voluntarily refrain from such participation. *For whatever reason an absence occurs, the student is responsible for the work missed.*

Procedures for Verification of Absences by Students. In most cases, absences which occur as the result of participation in a University-sponsored event—for example, intercollegiate sporting events—need no verification provided by the student. Usually, professors who develop field trips that require students to miss the classes of other faculty members will inform the Dean of Students of that event, the names of students involved, and the names of the professors (as provided to the sponsoring faculty person by the students), whose classes will be missed, and the Dean of Students will send an official notice to all professors on the listing. However, it is always to the students' benefit to make certain that their professors are aware of their participation in University-sponsored events or course-related field trips. When a student misses class for some reason other than a University-sponsored or course-related event, the responsibility to provide verification to the Dean of Students' Office falls directly and solely upon the student.

1. Upon his/her return to classes, the student must complete an **Absence** form, available at the Office of the Dean of Students. At that time, the student must provide verification of the reason for absences such as illness treated by an off-campus physician, a court appearance, a death in the family, among other possible situations. (Verification means to document that the reason is true by providing evidence.)
2. Any student who visits the campus nurse as part of a limited illness must fill out an Absence form as part of that visit if an absence is advised by the nurse. The University Health Services personnel are the *only* University staff authorized to offer verification of a student's illness.
3. Students who wish to make-up work (tests, quizzes, laboratory sessions, paper submissions, among others) missed as the consequence of a non-University caused absence must complete a **Request for Make-up Privilege** form at the Office of the Dean of Students. The final decision in this matter is made by the faculty person.

Faculty-Initiated Withdrawal of Students from Class

Students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction, are eligible to be dropped from class. Faculty will be using the “TAPS” program—Tracking Attendance and Performance of Students—to issue warnings for non-attendance and to drop students for non-attendance with the following final grades:

- **WN: Withdrawal** for non-attendance, **Not failing**
- **WF: Withdrawal** for non-attendance, **Failing**

Only the student may appeal such a drop for non-attendance, and the student has two possible avenues for appeal.

1. The student may appeal directly to the faculty person for readmission to the course and must provide evidence of extenuating circumstances that caused the absences. The faculty person has the option to readmit the student at his/her own discretion.
2. The student may appeal the drop for non-attendance through the Dean of Students Office by completing a Drop Petition Appeal form within five business days from the date of the notification. The Dean of Students will then review the appeal, consult with the faculty member and, potentially, the student and render a decision to grant or deny readmission into the class. If there is extenuating information/evidence unknown to the faculty person or Dean of Students, the student is responsible to provide that information/evidence. The review is conducted by the Dean of Students or a designee.

Student-Initiated Withdrawal from Class

A student initiating a course drop should check the program requirements with his/her academic advisor and the potential impact to financial aid status with the financial aid staff *before* making any schedule changes. Students must be aware that dropping any corequisite course will initiate the drop of the corresponding corequisite course. Additionally, students should be very cautious about dropping developmental classes, especially developmental corequisites, as this can hinder degree progress and financial aid eligibility. **A student dropping a developmental course will be placed on academic probation or might be academically disqualified.** Class withdrawals from some required courses are not permitted.

Approved withdrawals, initiated by the student, may be made up to and including Friday of the tenth calendar week of each fall or spring semester. (This date may be adjusted for terms less than fifteen weeks in length. See Academic Calendar for exact dates.) Students are to be aware of their responsibility for making withdrawal decisions in time to meet calendar deadlines. Students should also be aware that withdrawals requested after these deadlines to avoid lower than desired course grades will not be considered. Student-initiated withdrawals will not be permitted after these dates except in the case of extended illness, family emergency, or other such unavoidable causes, and then only with the consent of the class instructor, the student's academic advisor, and the college dean of the student's major.

The approved Drop and Add form is filed with the Registrar. Unless the student is failing the class, the student-initiated withdrawal will be recorded on the transcript as a *W*.

Drop and Add forms may be obtained from the student's academic advisor.

Withdrawal from School

A student who voluntarily withdraws from the University must, in order to receive an honorable dismissal, notify the Dean of Students of his/her intention by completing a withdrawal card available in the Dean of Students' Office. Failure to conform to this regulation will result in the loss of credit in all subjects. The Dean of Students' Office will notify instructors when withdrawal procedures are complete. The University withdrawal refund policy is outlined in the Institutional Refund Policy in this catalog.

A student may be withdrawn from the University for medical reasons if he/she cannot psychologically function in the educational environment or has a contagious illness which cannot adequately be isolated in the educational environment.

The University reserves the right to deny continued enrollment if the student is failing to make academic progress. Also, the University may deny admission or continued enrollment if the University does not have the resources to meet the academic needs of the student.

Evaluation and Grading System

- Academic Expectations
- Academic Probation
- Academic Warning
- Dean's List
- Definitions
- Final Examinations
- Grading System
- Recalculation of Grade Point Average
- Reporting Grades Using MyVU

Definitions

For the purposes of all the following academic policies, the following definitions will apply:

Attempted Hours: All credit hours, including developmental courses, into which a student has registered as of the conclusion of the Drop and Add period. This category, therefore, includes all courses in which the student may earn any grade issued by the University.

Earned Hours: Those credit hours in which a student has registered and in which grades of A, A-, B+, B, B-, C+, C, D, P, or CR have been earned. (In those cases where students repeat a course for recalculation of grade point average, the highest grade earned will be used to calculate the grade point average.) Developmental courses are included in *earned hours*.

Quality Hours: All attempted hours, excluding developmental courses, in which a student earns a grade of A, A-, B+, B, B-, C+, C, D, F, or WF. (This total represents the divisor for determining the grade point average.)

Quality Points: The sum of the products obtained by multiplying the number of credit hours for each course in which the student has enrolled and for which quality hours have been earned by the multipliers that correspond to grades earned using A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, D = 1.0, F = 0 and WF = 0. (This total represents the dividend for determining the grade point average.)

Grade Point Average (GPA): The quotient obtained by dividing quality points earned by the number of quality hours completed. (Note: Grades and credit hours earned in developmental courses are not included in the computation of GPA.)

Successful Completion: Final grade of C or better.

Passing Grade: Final grade of D or better.

Grading System

The quality of a student’s work is indicated by the semester grades reported by the instructors to the Registrar at the close of each term. GPA points are used for the purpose of calculating a student’s grade point average and determining eligibility for the Dean’s List and honors at commencement. GPA points are assigned for each hour of credit earned with the corresponding grades.

GRADE	DEFINITION	GPA POINTS*
A	Work of excellent quality	4.0
A-	Work of excellent quality	3.7
B+	Work above average	3.3
B	Work above average	3.0
B-	Work above average	2.7
C+	Average work	2.3
C	Average work	2.0
D	Below average and non-transfer quality	1.0
F	Not passing	0.0
CR	<i>Credit</i> - work completed at a C level or above. This grade may be awarded for advanced placement, experience-based learning documented through portfolio development, and certain special courses offered through the military education program.	0.0
DE	<i>Deferred</i> - Assigned in modularized, self-paced courses to students who do not complete their course work in one semester. This grade will be assigned only to those students who attend class on a regular basis and as such does not replace either the W or I. Students who received the deferred grade must re-enroll in the same course the following semester in order to complete the course. Such course re-enrollments will be counted as part of the student’s tuition assessment. The DE will remain as part of the student’s permanent record with credit and grade being granted during the semester in which the student completes the course.	0.0
I	<i>Incomplete</i> - given in cases where the final examination is omitted or assignments for the last few weeks of the semester are incomplete because of illness or for a cause judged unavoidable. Incomplete grades given for this purpose must be cleared with the appropriate college dean or the Dean of Students before being issued by the faculty. These incomplete grades must be made up by midterm of the following semester, or the I automatically becomes a W and the student must re-enroll and pass the course to establish credit. An	0.0

	extension of time to complete the required work may be requested by the faculty and authorized by the appropriate college dean who will in turn notify the Registrar.	
RD	<i>Report delayed</i> - issued as an interim course grade in those areas where it is not possible to assign course grades at the normal grade reporting period. This grade may be used as a semester-end grade for courses that are approved for open-entry, open-exit enrollment and completion, such as Degree Completion Program courses. This grade will not be used to permit the extension of work beyond a semester's end in any course that has prescribed beginning and ending dates.	0.0
W	<i>Withdrawn with passing grade</i> - recorded when a student is withdrawn within the first ten weeks of the semester or if extenuating circumstances exist and the previously mentioned approval has been granted.	0.0
WF	<i>Withdrawn failing</i> - student who is failing a course is dropped from a course for reason of nonattendance prior to two weeks before the end of the last regularly scheduled class period.	0.0
WN	<i>Withdrawn not failing</i> - student who is not failing a course is dropped from that course for reason of non-attendance prior to two weeks before the end of the last regularly scheduled class period.	0.0
P/F	<i>Pass-fail</i> - a grade of C or above in a course which is not required on the student's program of study and for which the student and instructor agree to a pass-fail contract. Only those courses beyond the minimum number of credit hours required for the degree in which the student is enrolled may be taken as P/F. The pass/fail contract is binding as of the close of the drop and add period for the current semester.	0.0
AU	<i>Audit</i> - student participates in the course for no credit. Students wishing to audit a course must notify their instructor no later than the end of the first week of the class and must complete an Enrollment for Audit form. Formalized enrollments for audit are not reversible. Students wishing to audit courses must meet the same admissions standards to the institution, the program and the individual course and adhere to the same class attendance policies as regularly enrolled students. Costs for enrolling in courses for audit are the same as those for enrolling for credit. Audited courses do not apply toward the requirements of any degree. The University reserves the right to give priority course enrollment status to students enrolling for credit.	0.0
S/U	<i>Satisfactory/Unsatisfactory</i> - Satisfactory is defined as a grade of C or better. Satisfactory/Unsatisfactory grading applies to all students in the designated course.	0.0

Reporting Grades Using MyVU

All faculty are responsible for submitting midterm and final course grades. (NOTE: VU students taking courses via Project Excel or Early College will receive final grades via Banner process; midterm grades are reported on site only.) Notices on the submission deadlines are emailed to all faculty by the University Registrar each semester. Once grades are posted by faculty, students can access their grades through their MyVU account.

When grades require additional documentation beyond Web Grading, faculty will use the Supplemental/Change of Grade form, available online through "VU Applications/VU Electronic Manuals/Forms."

Access Final Grades using the following steps:

- 1. Sign in to MyVU
- 2. Click on the Faculty tab
- 3. Click on "Click Here to Access SSB" in the Self Service Banner box
- 4. Click on Faculty
- 5. Click on Final Grades
- 6. Choose appropriate term (if you have not previously selected it)
- 7. Click submit
- 8. Choose class to be graded
- 9. Click submit.

After entering grades on the web grade roster, be sure to click SUBMIT on each page of the roster. If there were no errors, you will receive a message "The changes you made were saved successfully." Proof each grade roster. Be sure every student received a grade.

Banner requires a last date of attendance for final grades of 'F.'

If the student stopped attending, enter the last date of attendance.

- If the student attended the class but earned an 'F' and you are entering the 'F' prior to the end date of the class, enter the current date as the last date of attendance. (The last date of attendance cannot be beyond the current date.)
- If the student attended the class but earned an 'F' and you are entering the 'F' on or after the end date of the class, enter the end date of the class as the last date of attendance. (The last date of attendance cannot be beyond the end date of the class.)
- To view the last date of the class, click on the name of the class on the Final Grades page which takes you to the Class Schedule Listing. The class dates appear under "Date Range." Click the back arrow to return to the Final Grades page.

Special Cases for Supplemental Grade/Change of Grade Form

- A **rationale** is required in all cases when this form is being used.
- Grades of "WF" and "WN" may not be submitted after the last day of class because the deadline for withdrawing students for nonattendance has passed. Use a Supplemental Grade/Change of Grade form for late withdrawals. **A last date of attendance is required.** The Registrar's Office will record the grade of "W" upon receipt of this form.
- If you need to change a grade during the grading period but Banner prohibits the change, submit the change on a Supplemental/Change of Grade form.
- If a student was issued a withdrawal grade (W, WF, WN) and then was reinstated, the grade may still appear on the grade roster. If so, you will not be able to change these grades on the grade roster. Submit a Supplemental/Change of Grade form to the Registrar's Office for these students.
- The Supplemental/Change of Grade form must be submitted for any Incomplete "I" grades. This form is also used when faculty change the "I" to another grade. **If the Incomplete grade is not changed by midterm of the next semester, then the "I" becomes a "W."**
- If a grade needs to be changed due to miscalculation or some other reason, within 90 days of the end of the course, then the Supplemental/Change of Grade form must be submitted.
- After a student completes a course, if more than 90 days have passed, then the Supplemental/Change of Grade form must be submitted AND a review committee, chaired by the Assistant Provost for Curriculum and Instruction and including two faculty members appointed by the Provost, will be convened to review the request and make a recommendation to the Provost, who must approve any change to the student's official transcript. The Provost's decision will be reported to the faculty member and student within 10 business days.

Recalculation of Grade Point Average

There are three options for recalculation of GPA at Vincennes University. The Repeated Course Exclusion process may be used multiple times. GPAs can be recalculated **one time only** through either the *Major Course Grade Exclusion* or *VU Fresh Start programs*. Students must meet with their advisor to discuss the options and eligibility for GPA recalculation.

Repeated Course Exclusion:

Any student may repeat any course previously completed regardless of grade earned. While all grades earned will remain a part of the student's permanent record, only the higher (highest) grade will be used to calculate the student's grade point average. A student who has already repeated a course shall have his/her GPA recalculated to reflect the higher (highest) grade earned. A "W" does not replace a previously earned grade. The probation and academic disqualification status will remain unchanged, but future academic status will be based on the revised GPA computed after the course has been repeated.

Major Course Grade Exclusion:

This process allows for specific course grades to be removed from the GPA following a change of major. The following conditions apply to Major Course Grade Exclusion:

- When recalculating a student's GPA, only courses listed in the previous program's *Major Program Requirements* that are not in the UCC course lists can be excluded.
- Students should complete at least one semester of major course work in the new major before requesting a Major Course Grade Exclusion.
- When excluding a course from GPA calculation, the student also loses credit for having taken that course(s).
- The GPA recalculation can only be used to exclude D, F, and/or WF grades.
- The GPA recalculation is irreversible.
- Excluded courses may be considered for determining acceptance into restrictive acceptance programs.

VU Fresh Start:

VU Fresh Start is for VU readmission students only and allows students that have been away from VU for an extended period to begin "fresh" with a VU GPA recalculation. With the VU Fresh Start, students may have all D, F, and WF course grades, from prior to the readmission semester, removed from VU GPA calculations. At VU, GPAs can be recalculated one time only. Fresh Start requests may be submitted after all readmission criteria have been met.

- All courses and grades will remain a part of the student's official transcript.
- Only grades below C are cleared from a student's GPA calculation when performing the Fresh Start Recalculation.
- Students must meet all residency requirements before being eligible for graduation at VU. Courses removed from GPA calculations may not be used to meet graduation requirements.
- Students who receive a Fresh Start GPA recalculation will have all VU coursework used in calculating eligibility for graduation honors.
- Excluded courses may be considered for determining acceptance into restrictive acceptance programs.

The following conditions must be met to be eligible for VU Fresh Start. The student

- has not taken any courses at VU for at least 36 consecutive months.
- may apply for Fresh Start Recalculation after all readmission criteria have been met.
- must adhere to the degree requirements of the declared major as stated in the academic catalog effective at the time of readmission.

Final Examinations

Final examinations are given at the end of each semester. A schedule of final examination dates and times will be published each semester. Because the schedule of final examinations may vary from the semester's class schedules, students may find it necessary to adjust their personal schedules in order to meet their class final examination responsibilities.

Students are not expected to complete more than three course final examinations on any one day. If the published schedule calls for any students to complete more than three final examinations on any one day, the student should notify the dean of the college of his/her major to arrange for an exception to the final exam schedule.

Dean's List

All students earning a semester grade point average of 3.50 or higher while completing at least twelve credit hours in 100-level or higher courses, with no grade of D, F, I, RD or Z are placed on Dean's List. This list is published after the close of both the fall and spring semesters.

Academic Expectations

All students (certificate, associate, or baccalaureate degree-seeking) enrolled at Vincennes University are expected to make progress toward an acceptable educational objective. This expectation is measured in two ways:

- 1) The student's cumulative grade point average (GPA) and,
- 2) The student's ability to successfully complete (earn/pass) the credit hours attempted.

Total Credit Hours Attempted	Minimum Cumulative Grade Point Average Required	Minimum Completion Rate Required
After attempting 12 credit hours	1.8	60%
After attempting 30 credit hours	1.9	63%
After attempting 45 credit hours	2.0	66%

Failure to meet and maintain either of these academic expectations may result in a student being placed on academic warning, academic probation, or academic disqualification status.

Academic Warning (Notice: This is a status separate from financial aid warning status)

Academic Warning is an indication that the student's performance in a given semester is at a level that may not lead toward success. A student will be designated as being on academic warning when his/her semester and overall GPA is below a 2.0 but the overall GPA is above the minimum requirement.

Academic Probation

Academic Probation is an official notification that a student's academic success is at extreme risk. A student is placed on Academic Probation because:

- GPA falls below the minimum standard, or
- The student's course completion rate falls below the required minimum, or
- The student fails to make progress in a required developmental course (0-Level Courses, such as ENGL 008 or MATH

022).

A student on academic probation who in the next semester achieves a minimum 2.00 GPA while enrolled in seven or more quality hours, and/or successfully completes the minimum required rate of his/her attempted course hours, and/or makes progress toward completing required developmental courses will continue on academic probation until his/her overall GPA and/or completion rate exceeds the minimum, and/or his/her developmental course requirements are met.

Academic Disqualification

Academic disqualification indicates that a student has repeatedly demonstrated patterns that will not lead to a successful learning experience.

Students failing to achieve a 2.00 semester GPA after being placed on academic probation or failing to make academic progress on required developmental coursework will be academically disqualified for future semesters.

Appeal Due to Extenuating Circumstances

Students with extenuating circumstances leading to academic disqualification or students who feel they were disqualified in error may request to be reinstated for the following semester with no interruption. Supporting documentation must be provided to the Dean of Students along with the Appeal Due to Extenuating Circumstances form. The appeal materials will be reviewed by the Committee for Readmission.

Appeal Due to Extenuating Circumstances Deadlines

Semester	Application Deadline
Fall	May 31
Spring	January 5

Committee for Readmission

The Committee for Readmission is comprised of faculty and staff of Vincennes University. The Committee will consider appeals on a case-by-case basis. If the appeal is approved, the student's academic standing will be "Reinstated from Academic Disqualification" and the student will have one additional semester in which to raise the cumulative GPA to 2.00. Failure to meet the 2.00 cumulative GPA will result in the student being once again academically disqualified. The decisions made by the committee are final.

Readmission Following Academic Disqualification

After one non-enrolled semester, academically disqualified students may seek readmission into the university through Admissions and the Dean of Students office by submitting a Readmission Review Request by the deadlines indicated below. Students need to be aware that readmission is not automatic and the decision of the Committee for Readmission is considered final.

Students approved by the Committee may be required to abide by specific academic contract/stipulations in their returning semester. Students who are reinstated will return on probation and must adhere to the contract, maintain a minimum GPA of 2.0 and/or successfully complete the minimum required rate of course work in each subsequent semester until they achieve good standing.

Readmission Request Deadlines

To be considered for readmission after Academic Disqualification, the Readmission Review Request must be submitted and on file in the Dean of Students office by the dates listed below.

Semester	Application Deadline
Fall	July 15
Spring	December 1
Summer	May 1

Degree and Certificate Requirements for Graduation

- [Awarding of Additional Degrees](#)
 - [Awarding of Certificates](#)
 - [Certificates Offered](#)
 - [College Readiness Program](#)
 - [Degrees Awarded with Honors](#)
- [Degrees Offered](#)
 - [Petitions for Graduation](#)
 - [Requirements for Graduation](#)

Degrees Offered

Vincennes University confers the degrees of Bachelor of Arts, Bachelor of Science, Associate in Arts and Associate in Science.

- **The Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.) Degrees** are intended to prepare students for both job placement and/or graduate school. One component of the B.A. degree is an eight-hour foreign language requirement. Not all B.S. degrees include a foreign language component. To qualify for any of the baccalaureate degrees, a student must accumulate at least 120 credit hours, with a minimum of 36 credit hours in upper division (300- 400 level) discipline and discipline-related courses, including a 300-level Human Issues and Dilemmas course and a 400-level Capstone course. In addition, all students must satisfy the baccalaureate-level University Core Curriculum requirements.
- **The Associate of Arts (A.A.) Degrees** are intended primarily for students wanting to transfer to a baccalaureate degree program. They include an eight-hour foreign language requirement. To qualify for any A.A. degree, a student must accumulate at least sixty credit hours as outlined in the program pages of the catalog: at least 15 of the 60 hours will be at the 200-level. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.
- **The Associate of Science (A.S.) Degrees** serve as either a transfer or an occupational degree. The Associate of Science-Transfer Core is designed primarily for students who intend to transfer to a baccalaureate program of study. The Associate of Science-Career and Technical Core is designed primarily for students who intend to enter the world of work after completing their degree. To qualify for any A.S. degree, a student must accumulate at least sixty credit hours as outlined in the program pages of the catalog: at least 15 of the 60 hours will be at the 200-level. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.

Certificates Offered

In addition to baccalaureate and associate degrees, the University offers four certificates. These Certificates develop specific work-related skills and prepare students for employment.

Certificate of Graduation (CG)

- CG programs consist of at least thirty to forty-nine credit hours.
- To qualify for the Certificate of Graduation, the student must meet the specific certificate curriculum listed in the Programs of Study section of the catalog, maintain a minimum cumulative grade point average of 2.0 in all credit hours required in the certificate, and satisfy the University’s minimal requirements through testing out of or successful completion of ENGL 008 and MATH 008, or equivalent course(s).
- All Certificate of Graduation curricula, except those determined by regulatory agencies, include the following general education minimum hourly requirements:
Programs of 30-39 total hours: minimum of 6 hours of general education.
Programs of 40-49 total hours: minimum of 9 hours of general education.

Certificate of Program Completion (CPC)

- CPC programs consist of fewer than thirty credit hours.
- To qualify for a Certificate of Program Completion, the student must meet the specific certificate curriculum listed in the Programs of Study section of the catalog, maintain a minimum cumulative grade point average of 2.0 in all credit hours required in the certificate, and satisfy the University’s minimal requirements through testing out of or successful completion of ENGL 008 and MATH 008, or equivalent course(s).

Customized Certificate of Applied Learning or Technical Certificate for Business and Industry Training

- These certificates serve the needs of employers and employees who are seeking specialized training related to a specific field of work.
- To qualify for a Customized Certificate of Applied Learning, the student must complete his/her specific set of training needs configured with twenty-nine or fewer credit hours. To qualify for a Technical Certificate for Business and Industry Training, the student must complete a specific set of courses tailored to meet specific business or industry needs and configured with at least thirty credit hours. Because of the applied nature of these certificates, they are offered with the understanding that credits may not transfer to other programs or institutions.

College Readiness Program

This curriculum is designed to move students into a program of study leading to an ASCT, AS, AA, BS or BA degree. This program will serve a variety of student populations, including early college. Completion of this program indicates that the student is ready to begin college-level courses and therefore will help move underprepared students into the college arena. It will serve as a developmental-level curriculum for students who are unsure of their ability and/or desire to achieve an Associate or Baccalaureate degree. These courses will facilitate student success in college-level coursework.

Completion of this program requires that the students do the following:

1. Take the Accuplacer placement test to determine Math, Reading and Writing competencies

2. Enroll in any developmental sequence of courses as indicated by Accuplacer scores.
 - Math courses that prepare a student to begin college-level math courses
 - MATH 010 - Fundamentals of Mathematics
 - MATH 013 - Algebra I
 - MATH 016 - Algebra II
 - English courses that prepare a student to begin college level English courses
 - ENGL 009 - Fundamentals of Writing
 - ENGL 011 - Basic Essay Writing
 - Reading courses as needed to achieve college readiness level
 - READ 009 - Fundamentals of Reading, Level I
 - READ 011 - Reading Techniques, Level II
 - READ 104 - Reading Workshop
3. Complete SSKL 103 - Study Skills or SSKL 106 - Career Planning

Degrees Awarded with Honors

Vincennes University recognizes academic excellence of its students by awarding both associate and baccalaureate degrees with three levels of honors based on overall grade point average: Cum Laude (3.50-3.69), Magna Cum Laude (3.70-3.89) and Summa Cum Laude (3.90- 4.00). In order to be eligible for such graduation honors, non-military students must complete at least thirty semester hours of Vincennes University course credits, which equals the minimum residency requirement, with the prescribed grade point averages. Students covered by various military agreements must complete at least fifteen semester hours of Vincennes University course credits with the prescribed grade point averages to be eligible for degree honors.

Any University area, department, or college may recognize its students in any manner it deems appropriate during the graduation honor convocations for Freshman, Sophomore, Junior, and Senior students.

Awarding of Additional Degrees

Vincennes University awards degrees only in major programs. Options of major programs may provide opportunities for students to complete additional degrees or concentrations, according to the following policy:

Vincennes University will award only one degree based upon any unique set of courses and course credits. Additional degrees may be earned that use part of the course credits applied to another degree. An additional degree will be awarded only where all major requirements for both degrees are completed, and there are at least fifteen (15) credit hours of different required major program courses for an associate degree and at least thirty (30) credit hours of different required major program courses for a baccalaureate degree.

Awarding of Certificates

Vincennes University recognizes the benefit of issuing stackable certificates along the way to completing an associate degree. A “stackable” certificate uses a subset of courses required as part of a corresponding associate degree. Stackable certificates can benefit a student whose progress toward the associate degree is interrupted or the student who uses the certificate to gain employment. While Vincennes University supports the awarding of stackable certificates along the way to a degree, the institution does not award stackable certificates during the same semester or after the semester that VU awards the corresponding associate degree.

Requirements for Graduation

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

Petitions for Graduation

All candidates for graduation must (1) file a Petition for Graduation with the Registrar as soon as possible in their final semester and (2) clear all University obligations.

