

Dual Credit Instructor Education Plan to Complete Education Requirements	
Faculty Name:	Dual Credit Site:
Discipline:	VU Course(s):
Number of Graduate Hours Needed (indicate if Master's is needed):	Institution(s) from which hours will be earned:

Semester/Year Enrolled	Course Number & Title	Credit Hours	Completed For Office Use Only

In order to earn the graduate hours needed for employment as an adjunct faculty at Vincennes University, I agree to complete graduate courses in the discipline specified from a regionally accredited institution in accordance with the guidelines set by VU's regional accreditor, the Higher Learning Commission. I agree to send VU an unofficial transcript from the institution where I am taking the course(s) after completion of each course to show that I am following the agreed upon educational plan. If, for any reason, I am unable to complete any of the courses specified above, I will send written notice to the Vincennes University Early College / Project Excel office prior to teaching in any subsequent semester. Once I have completed all of the courses outlined in the plan, I will have an official transcript sent directly to the Vincennes University Early College / Project Excel office from the granting institution for placement in my faculty file. I understand that failure to complete the approved education plan and failure to submit progress may result in the termination of Vincennes University teaching privileges.

\_\_\_\_\_  
Signature of Adjunct Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Dean of Instruction (for Early College)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Early College/Sr. Director of Dual Credit Partnerships

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of VU Discipline Department Chair

\_\_\_\_\_  
Date

Approved     Denied

\_\_\_\_\_  
Signature of VU Provost

\_\_\_\_\_  
Date

Approved     Denied

Notes: